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| Last updated: | 03/07/17> |

**JOB DESCRIPTION**

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| Post title: | Landscape Maintenance Operative | | |
| Academic Unit/Service: | Campus Services | | |
| Faculty: | Estates and Facilities |  |  |
| Career pathway: | CAO | Level: | 2A |
| \*ERE category: |  | | |
| Posts responsible to: | Landscape Maintenance Supervisor | | |
| Posts responsible for: | None | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| Landscape and gardens maintenance. Working with a minimum of supervision, carrying out practical skilled maintenance and new work operations to set standards and schedules. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Competently carrying out soil cultivation, manuring, site preparation; planting and surgery to trees, shrubs, plants, turfing, grass seed sowing, grass cutting. | 40 % |
|  | Using equipment involved in landscape maintenance including road vehicles, trailers etc. | 10 % |
|  | Operating and adjustment of tractors, ride-on mowers, hand mowers and other horticultural equipment to ensure optimum performance. | 10 % |
|  | Maintenance and servicing horticultural equipment under guidance of Landscape Maintenance Supervisor. | 5 % |
|  | Carrying out and recording safety checks of all equipment before use. | 5 % |
|  | Carrying out and recording safety checks of all equipment before use. | 10 % |
|  | Being aware of all Health and Safety requirements applicable to landscape and horticultural operations. | 10 % |
|  | Eventually assisting with training of less experienced staff and agency/temporary workers. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| Any other duties as allocated by the line manager following consultation with the post holder. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | City and Guilds Phase 1 (Amenity Horticulture) or NVQ2 or equivalent or relevant work experience.  Relevant work experience in a horticultural or landscape maintenance environment.  Experience of maintaining grounds at multiple site locations  Experience of managing a challenging work load.  Experience of lawn care, shrub care, weed management, tree care and new planting schemes. | City and Guilds Advanced National Certificate in Horticulture or NVQ Level 3.  Production of certification or other evidence  Other relevant certified training e.g. chainsaw use. | Production of certification or other evidence  As above  As above  At interview |
| Planning and organising | Able to plan own work independently to meet set standards and work schedules. |  | Application and interview |
| Problem solving and initiative | Able to identify problems which can be solved within competence level and take initiative to resolve them, report others on to manager. |  | Application and interview |
| Management and teamwork | Able to work as a team with other similar level staff as and when required |  | Application and interview |
| Communicating and influencing | Able to communicate with peers and supervisory staff in order to produce solutions to problems and optimum efficiency. |  | Application and interview |
| Other skills and behaviours |  | Flexible attitude towards meeting targets of the team. | Application and interview |
| Special requirements | Holder of driving licence. | Experience of driving horticultural vehicles | Application, Production of evidence or other evidence and at interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, bio hazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |