

## **Outside Services (Horticultural Operative)**

### **Job Description**

#### **Purpose of the role:**

To act as a grounds maintenance (horticultural) operative to carry out associated tasks to provide an effective cemetery, allotment and open spaces service and assist with horticultural requirements as necessary under the direction of the Team Leader Outside Services or the Grounds Maintenance Supervisor. Providing cover for the Service team as required.

**REPORTS TO:** Grounds Maintenance Supervisor

#### **JOB RESPONSIBILITIES**

1. General grounds' maintenance including grass and hedge cutting in cemeteries, allotments, open spaces and general grounds maintenance duties.
2. Maintenance of flower displays and bedding throughout Farnham, to include watering and weeding of the floral displays. To assist with the erection of hanging baskets and taking a lead role in planting of displays.
3. Oversee the day to day operation of the greenhouses, potting up plants and preparing hanging baskets as required.
4. Drive vehicles and equipment as required for grounds maintenance operations and other Town Council operations and ensure the vehicles are kept clean and in a roadworthy condition.
5. Assist with the overseeing of funerals, to include marking of graves and being present at an interment as directed by the Team Leader.
6. To provide cover for Council Office and Public Convenience cleaning as requested by the Grounds Maintenance supervisor or Team Leader Outside Services.
7. Ensure vehicles and equipment used by self and other members of the Grounds Maintenance Team are regularly maintained in accordance with routine requirements to be safe and fit for purpose. Monitor the use of consumable items and make arrangements for their replenishment.
8. Ensure work area is kept clean, tidy and secure at all times.
9. Make recommendations to the Team Leader or Supervisor regarding improved work systems, labour and machinery utilisation.
10. In extreme weather conditions assist other agencies in clearing and gritting footpaths in the Town.
11. To take lead responsibility, as agreed, for a specific cemetery in the maintenance of the cemeteries; ensuring any defects are reported and corrected and making recommendations to either the Team Leader or Supervisor.
12. Make sure machines are cleaned after use and ready for the next day's operation.
13. Undertake any tasks expected of the team in relation to contracts such as the Surrey Highways Localism agreement.

14. To undertake training as required to fulfil the roles with in the job.
15. Any other job requirement as directed by the Team Leader, Supervisor or Town Clerk.

### **Health and Safety**

To undertake duties in line with the Town Council's Health and Safety policy:

1. To make sure that the Health and Safety regulations are followed in areas of responsibility.
2. Possess an understanding of legislation relating to chemicals and dangerous substances.
3. Promote, and by example, ensure safe working practices.
4. Ensure PPE is worn as required for each specific job.

### **General Duties**

To undertake a variety of general tasks as directed by the Team Leader or Supervisor including but not limited to:

1. Representing Farnham Town Council as required in a professional manner and smart appearance
2. Attending and providing support to Council events outside normal working hours as requested by the Team Leader or Supervisor.
3. Covering Service Team job duties as required and directed by the Team Leader or Supervisor.
4. To carry out any other reasonable duties as required.