

LEDBURY TOWN COUNCIL

JOB DESCRIPTION

Post Title:	Amenity Area Operative
Reporting to:	Operational Manager
Hours:	37 hours per week
Contracted Days:	Monday – Saturday (rota basis where required)
Salary:	SCP 11-19
Location:	Ledbury Town Council operational sites

1. Purpose of the Role

The Amenity Area Operative is responsible for maintaining the Council's amenity areas, cemetery, parks, and public spaces to a high standard, ensuring they are safe, clean and welcoming for residents and visitors.

The postholder will undertake a wide range of grounds maintenance, horticultural and operational duties, supporting the Council's management of public spaces, facilities and assets.

The role requires a higher level of experience and knowledge in grounds maintenance, horticulture and amenity management than the Maintenance Operative role and will support the Council's wider operational activities including markets and town events.

The postholder will work closely with the Maintenance Operative and other Council staff to ensure effective delivery of operational services.

2. Key Responsibilities

2.1 Amenity and Grounds Maintenance

- Support the Council's chosen contractor to maintain Council-owned amenity areas, green spaces, parks and public areas to a high standard.
- Undertake grass cutting, strimming, hedge cutting, planting and general horticultural maintenance as required.
- Maintain flower beds, hanging baskets and seasonal planting schemes.
- Ensure the cemetery and associated areas are maintained to an appropriate standard of presentation.
- Undertake litter picking, weed control and general environmental maintenance.

- Inspect amenity areas, equipment and public spaces and report defects or safety concerns.

2.2 Cemetery Maintenance

- Assist with the maintenance and upkeep of the cemetery grounds.
- Maintain pathways, memorial areas and surrounding grounds.
- Ensure cemetery areas remain safe, tidy and respectful environments.

2.3 Operational Support

- Support the Council's operational services including:
 - maintenance of public spaces
 - inspection of Council assets
 - assist with facilities maintenance where required
- Undertake minor repairs and maintenance tasks where appropriate.
- Assist with inspections of Council land, buildings and equipment.

2.4 Market and Event Support

- Assist with the set-up and take-down of the Tuesday and Saturday markets, working on a rota basis with the Maintenance Operative.
- Support operational arrangements for town events, civic activities and festivals.
- Assist with preparation of public spaces for markets and events.

3. Health, Safety and Compliance

- Ensure all work is undertaken in accordance with Health and Safety legislation and Council policies.
- Use tools, machinery and equipment safely and responsibly.
- Undertake risk assessments for operational tasks where required.
- Maintain records relating to inspections, works and safety checks.

4. Team Working and Flexibility

- Work collaboratively with Council staff and contractors to deliver operational services.
- Provide operational cover during staff absence where required.

- Support seasonal workloads and participate in rota systems for markets, events and operational duties.
- Undertake training relevant to the role.

5. General Duties

- Maintain Council equipment, vehicles and tools in good working order.
- Represent the Council in a professional and courteous manner when dealing with the public.
- Undertake any other duties commensurate with the level of the role as directed by the Operations Manager or Deputy Town Clerk.

PERSON SPECIFICATION

AMENITY AREA OPERATIVE

	Essential	Desirable
Qualifications	GCSE Level (or equivalent in English or Maths)	Horticulture qualification (e.g. RHS, NVQ or equivalent)
	Relevant qualification or training in grounds maintenance	PA1/PA6 pesticide application certificates
		Chainsaw or grounds maintenance equipment certification
		First aid qualification
Experience	Experience working in grounds maintenance, landscaping or amenity area management	Experience working in local government or public sector environments
	Experience using grounds maintenance equipment such as mowers, strimmers and hedge cutters	Experience working in cemetery grounds maintenance
	Experience maintaining open spaces or similar environments	Experience supporting markets, events and public space operations
Skills and Knowledge	Practical knowledge of grounds maintenance and horticultural practices	Knowledge of Local Authorities Cemetery Order 1977
	Ability to safely operate maintenance tools and machinery	Knowledge of environmental maintenance practices and biodiversity management
	Understanding of Health and Safety requirements relating to outdoor and grounds work	
	Ability to identify maintenance issues and report them appropriately	
	Good communication skills and ability to deal with members of the public	
Personal Attributes	Reliable and well organised	

	Able to work independently and as part of a team	
	Flexible and willing to support operational duties outside standard hours where required	
Other Requirements	Full clean driving licence	
	Willingness to work occasional early mornings, evenings or weekends where required	

This job description is not exhaustive and may be reviewed periodically to reflect the evolving needs of the Council. Changes will be made in consultation with the post holder.