



## Job Description

<b>Post:</b>	Landscape Maintenance Operative
<b>Directorate:</b>	Technical Resources
<b>Team:</b>	Estate Services
<b>Salary:</b>	£27,711
<b>Responsible to:</b>	Landscape Maintenance Supervisor
<b>Responsible for:</b>	N/A

---

### Purpose of Job

To work as part of a team to provide a responsive and comprehensive landscape maintenance / horticultural service.

To ensure the highest standards of service level delivery for the maintenance of all communal parks and green spaces throughout the Poplar HARCA estates.

Based upon the agreed service level delivery & horticultural standards, complete all duties and responsibilities using appropriate materials and equipment in accordance with service specifications and health & safety guidelines

### Main Duties and Responsibilities

To assist in the maintenance of the horticultural landscape within the Poplar HARCA estates, both in accordance with agreed schedules and guidelines and following instruction from the Estate Services Manager and Charge Hands which, not exclusively, will include:

- The maintenance of all communal grass areas to a specified schedule and standard of maintenance
- The maintenance of all communal shrub and horticultural beds to a specified schedule and standard of maintenance.
- To operate and maintain a full range of machinery as necessary to undertake all duties related to the landscape maintenance programme.
- To assist with snow and leaf clearing where required, applying salt on hard surfaces or adopting other appropriate methods as directed.
- To take appropriate care of equipment necessary for the completion of the above duties.

### Health & Safety

- To report promptly to a senior officer any matters discovered during the course of your duties, which might be considered to prejudice the health, safety or well being of staff, residents of, and / or visitors to, the estate.

**General**

- Perform other duties as may be reasonably required by your line manager.
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards.

## Person Specification

**Post:** Landscape Maintenance Operative

**Salary:** £27,711

**Team:** Estate Services

**Directorate:** Technical Resources

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	<p>a. Level 2 qualification in amenity/landscape horticulture or related discipline; or a relevant trade qualification, which may include a National Proficiency Test Council (N.P.T.C) qualification, satisfying the following:</p> <ul style="list-style-type: none"> <li>• Safe use of mowers</li> <li>• Safe use of hedge trimmers</li> <li>• Safe use of brush cutters</li> <li>• Pesticide PA1/6A</li> </ul> <p>b. Formal training at a recognised horticultural college by way of either full time or block release courses (desirable).</p> <p>c. Current clean driving licence (desirable)</p>
2. Skills	<p>a. Ability to follow written and verbal instruction, meeting deadlines as required.</p> <p>b. Ability to work flexibly both during and outside of regular office hours; working on weekends and bank holidays on a rota basis.</p> <p>c. Ability to undertake a full range of horticultural tasks to an agreed standard set out in the service level agreement and as instructed by the Estates Service Manager – Landscape Management Department.</p> <p>d. Ability to work on one’s own initiative when required.</p> <p>e. Ability and willingness to work outside under all weather conditions.</p> <p>f. Ability to undertake manual work and operate machinery in a demanding horticultural environment.</p> <p>g. Ability to understand, and operate in, a resident led environment.</p>
3. Experience	<p>a. Proven experience of working within a quality horticultural/ landscape maintenance environment.</p> <p>b. Experienced in the safe use of a full range of horticultural machinery and equipment.</p>
4. Knowledge	<p>a. Basic knowledge of health and safety at work practices.</p>
5. Key Competencies	<p>a. Putting others first</p> <p>b. Achieving Results</p> <p>c. Open to change</p> <p>d. Informed and informing</p>

- |  |  |
|--|--|
|  | e. Personal Progress<br>f. Partnership Working<br>g. Problem Solving |
|--|--|