**JOB DESCRIPTION**

**Job title: GENERAL OPERTIVE – FIXED TERM**

**Reporting to:** Operations Manager

**Hours** 37 hours per week

 **Grade/Salary £12.60 per hour [Real Living Wage].**

 **Location:** Works Depot – currently based at Stanley Court/West Witney

**Job Summary:**

The post holder will be required to carry out general ground maintenance duties across the Council’s estate under the direction of the Senior Maintenance Operative/Operations Manager to ensure a high standard of public service is always provided.

**Duties:**

* **Emptying of litter, recycling and dog bins and litter picking**
* **Weeding and Watering**
* **Cleaning of street furniture**
* **Collections and deliveries**
* **Play area inspections and routine maintenance**
* **Health and Safety inspections**
* **General ground maintenance including grass cutting with a range of machinery**

**Health and Safety**

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

**Fairness and Dignity at Work**

Actively support the Council’s Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

*This job description is provided to assist the post holder to know main areas of responsibilities. These may be amended from time to time, without change to the level of responsibility appropriate to the grade of the post*

**PERSON SPECIFICATION**

**Essential**

* Physically capable of performing a range of physical duties.
* Willingness to work in all weather conditions
* Basic understanding of a home garden requirements, seeding, mowing etc.
* Able to work as part of a team and individually under limited supervision
* Willingness to obtain further work-related qualifications or undertake training as the opportunity arises

**Desirable**

* Full UK driver's license
* Experience in towing
* Qualifications in any of the following areas
	+ First aid at work
	+ Cross-cutting and chainsaw maintenance
	+ Woodchipper
	+ Any grounds care machinery
	+ Sports pitch line marking
	+ Heavy plant qualifications, 360 excavators, tractor driving and dumper
	+ Any trade qualifications, plumbing, electrical, welding, carpentry, bricklaying, or painting
* Any prior experience in ground maintenance

**TERMS & CONDITIONS OF EMPLOYMENT**

**Post Title:** General Operative

**Salary Grade:** £12.60 per hour - RLW

**Place of Employment:** Works Depot

**Hours of Work:** 37 hours per week (flexibility is required as some evenings and weekend work will be required)

*As part of the Open Space Strategy the Council is considering operating some of its services at weekends there may be a requirement for the post holder to either work at weekends or work additional hours, for which the relevant renumeration will apply/or time off in lieu.*

**Employment Status:** Fixed Term – with possible permanent contract

**Pay Period:** Monthly

**Pay Arrangements:** Salary will be paid by BACS into a bank or building society account, on or before 25th of the month.

**Allowances:** Casual user car rates at NJC approved rates.

**Annual Leave:** 24 working days, rising to 29 working days after 5 years continuous Local Government Service (plus 1 extra statutory day at Christmas) plus Bank Holidays PRO-RATA

**Pre-employment checks:** Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer), and satisfactory DBS check

The Council reserves the right to arrange a medical check

**Probation Period:** Six months

**Notice Period:** Subject to one weeks’ notice on either side

**Conditions of Service:** Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.

**Pension Scheme:** Employees with a contract of employment for three months or more are eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions.

Contributions range from 5.5% - 12.5% of whole-time equivalent salary plus pensionable allowances and are assessed annually in accordance with the Council’s Pensions Policy Statement. Further information on the Local Government Pension Scheme available from: <https://www.lgpsmember.org/thinking-joining.php>

June 2025