

NORTHALLERTON TOWN COUNCIL



JOB DESCRIPTION

POST HOLDER:	
POST TITLE:	Apprentice Grounds Maintenance Operative
HOURS:	37 hours per week
REPORTS TO:	Grounds Supervisor
RESPONSIBLE TO:	Clerk

PRINCIPLE DUTIES:

1. Assist with the cleanliness, litter picking and upkeep of paths, drives and open space areas under the control of the Town Council.
2. Assist with general maintenance of gardens and grounds this includes mowing of grass, husbandry of flowerbeds and borders and pruning of hedges and bushes.
3. Assist in tree works.
4. Assist with general maintenance and repair to fencing and litter bins.
5. Assist with daily Health and Safety inspections.
6. To ensure that reasonable care is taken at all times for health, safety and welfare of yourself and other persons. To act in accordance with legislation, policies and procedures.
7. Demonstrate an awareness and understanding of equal opportunities and other people's behavioural, physical, social and welfare needs and to act in accordance with legislation, policies and procedures.
8. To keep up to date with training and development and attending courses.
9. To undertake other such duties as may from time to time be allocated to the post holder consistent with the responsibilities of the post.

JOB DESCRIPTION AGREEMENT

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility, as which they will require to working. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Council is committed to providing training and development opportunities for every employee.