

Grading

Job Description and Employee Specification

<u>Job title:</u> Community Operative (Grounds person)	<u>Service area:</u> Communities
<u>Post number:</u>	<u>Division:</u> Assets & Development
<u>Grade:</u> 4	<u>Section/team:</u> Parks & Gardens/Glanford Park/SLA
<u>Overall purpose of job:</u> Providing the highest level of sports pitch maintenance and development to our contracted SLAs for the sports events, matches and recreation.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> <ol style="list-style-type: none"> 1. Execute routine preparation and maintenance tasks for playing surfaces as agreed with the Service Manager. 2. Ensure the initial marking out and setup of playing surfaces meets the highest standards and divisional requisites. 3. Safely operate and maintain the equipment and machinery employed in grounds maintenance. 4. Oversee and coordinate end of season pitch repair and renovations. 5. Undertake and contribute to the pitch nutritional programme. 6. Notify relevant persons of any mechanical defects or equipment breakdowns and take corrective action as instructed. 7. Uphold stringent health and safety standards, always aligning with council policies. 8. Maintain a clean, organised, and secure work area. 9. Contribute to general grounds maintenance tasks concerning the playing surface, its surroundings and general areas. 10. Foster effective working relationships with managers, colleagues, and end users. 	

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11. Interact with customers, clients, and the public, displaying exceptional customer care.
12. Participate in general ground maintenance activities, including the upkeep and presentation of the site and off-pitch areas.
13. Regularly mow pitches using a variety of mowing equipment as per seasonal demand.
14. Engage in aeration, brushing, divoting, seeding, overseeding, fertilising, weed killing and similar turf care maintenance activities using tractors and various attachments.
15. Handle marking out of pitches and pre-determined areas, ensuring they are ready for play and training.
16. Perform reinstatement and divot repair work following play and training sessions.
17. Set up and utilise both traveling and automated irrigation systems for optimal field care.
18. Prepare for matchdays by setting up goals, flags, and other necessary equipment.
19. Assist in the inspection, maintenance, and assembly of goal equipment in readiness for the new season.
20. Accurate completion of records including timesheets, inspection records, completed task sheets, call logs etc.
21. Undertakes pre-use checks and safe operation of items of plant and hand tools.
22. Compliance with all legislation under the Health and Safety at Work Act (1974)

Knowledge, skills and experience:

- A Grounds Management qualification to at least level 2.
- Chemical spraying licence or willingness to undertake (PA1/PA6)
- Holds a Category B and B1 driving licence.
- Demonstrable experience of complex pitch management and turf care (including interpreting plans, pitch drainage, site preparation, landscaping, setting out of pitches and sports grounds and delivering annual treatment programmes).
- Experienced operator of compact tractors, tractor attachments (aerators, brushes) push-mowers, strimmers and hand tools.

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- Capable of walking distances of up to 6 miles per day while operating light plant/equipment
- An understanding and experience of manual handling principles.
- Basic numeracy and literacy skills; the ability to complete time and task sheets accurately.
- Knowledge of the local area.
- Basic health and safety understanding.
- Good verbal communication and interpersonal skills.
- Ability to demonstrate excellent customer care.
- Ability to prioritise workload.
- Ability to stay calm under pressure.
- Ability to undertake basic maintenance of equipment.

Creativity and innovation:

- Work is carried out to daily/weekly schedules and needs occasional creative skills to deal with routine problems, for example where weather conditions may affect planned work.
- React to on-site conditions daily (on-site risk assessments).

Contacts and relationships:

- Contacts are routine and generally involve the exchange of information verbally or on task sheets.
- **Internal:** Line manager (daily), colleagues (daily) and other service areas (to discuss work to be done).
- **External:** Members of the public (monthly), contractors and sub-contractors, emergency services, suppliers, utility companies (infrequent).

Decision making:

- Decides on method of completing tasks correctly, safely, efficiently and on time.
- Decisions are made in consultation with more senior colleagues and have a limited effect on the public or colleagues.

Responsibility for resources:

Financial resources:

- None

Physical resources:

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- All tools and machinery relevant to this role are located and ring-fenced to site:-
 - Jon Deere compact tractor - value £4,000
 - Dennis G860 mower x 2 - value £15,000
 - Ventrac wide area mow deck - value £12,000
 - Ventrac mechanical sprayer - value £3,000
 - Wright zero turn mower - value £4,000
 - Dennis dimple seeder - value £1,000
 - Manual tools (spreaders, rollers, strimmers, blowers, line markers)- value £10,000

The role is 100% based at Scunthorpe United.

WORK ENVIRONMENT

Work demands:

- The work varies according to the season, but this role requires regular evening and weekend work to supplement sports fixtures (approximately 12 instances of weekend work and 12 instances of working one evening per week (currently a Tuesday) per year).

Physical demands:

- Walking long distances for extended periods.
- Manual handling of items up to 25 kilograms in some circumstances.
- Manual operation of hand tools.
- Possible climbing e.g. ladders and elevated platforms.
- Driving vehicles, tractors, ride on mowers.

Working conditions:

- The majority of work is outdoors in all weather conditions.

Work context:

- May come into contact with members of the general public, some of whom can display challenging behaviour (weekly).
- There is a requirement to operate equipment which has risks associated with it. However, risk assessments have been produced for all tasks and plant is sourced that meets current legislation including Hand Arm Vibration Syndrome.
- All employees undergo full annual health surveillance appointments to ensure that there is no deterioration in any symptoms.
- Lone working approximately 20% of the time

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- Employees are issued with relevant PPE and training.

Position in organisation:

Indicate how many staff the post is directly accountable for: 0

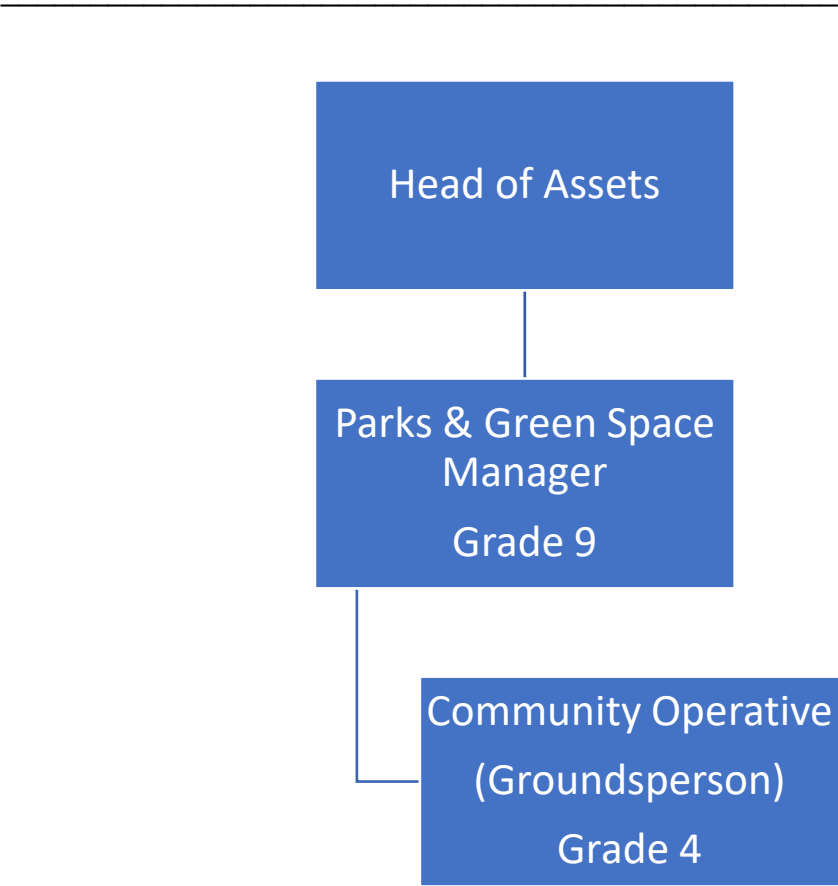
Are posts in more than one location? **Yes/No**

Is this at the same site? **Yes/No**

Are the posts managed highly mobile? **Yes/No**

Is the supervision/management shared with another post in the structure?
Yes/No

Please indicate which post(s)



Job Description Version Control	
Date evaluated	12.3.25
Date updated	10.3.25
Updated by (manager name)	Carl Beacock
Checked by (HR name)	Laura Spencer/Jo Parker

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> • Demonstrable experience of complex pitch management and turf care (including interpreting plans, pitch drainage, site preparation, landscaping, setting out of pitches and sports grounds and delivering annual treatment programmes). • Experienced operator of compact tractors, tractor attachments (aerators, brushes) push-mowers, strimmers and hand tools. • Capable of walking distances of up to 6 miles per day while operating light plant/equipment • An understanding and experience of manual handling principles. • Basic numeracy and literacy skills; the ability to complete time and task sheets accurately. • Basic health and safety understanding. • Ability to undertake basic maintenance of equipment. 	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> • Knowledge of the local area. • Good verbal communication and interpersonal skills. • Ability to demonstrate excellent customer care. • Ability to stay calm under pressure. • Ability to prioritise workload. 	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> • A Grounds Management qualification to at least level 2. • Chemical spraying licence or willingness to undertake (PA1/PA6) • Holds a Category B and B1 driving licence. 	
Working Arrangements	Interview
<ul style="list-style-type: none"> • 37 hrs per week (with regular week-end and evening work, therefore flexibility is required to support sporting fixtures). 	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> • Ability to complete on site health and safety assessments including risk assessments and COSHH assessments. • Craft skills; ability to interpret plans, site preparation, construction, landscaping, setting out of pitches and sports grounds. 	

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<ul style="list-style-type: none"> Supervisory skills. 	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> 	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> Large Goods Vehicle driving licence category C. Digital tachograph holder. Turfcare qualification. A Grounds Management qualification at level 3 – 6 Ability and willingness to successfully complete driver CPC training. 	
Working Arrangements	Interview
<ul style="list-style-type: none"> 	

THE POST IS SUBJECT TO:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☐No ☒

Political restriction

Yes ☐No ☒

The ability to speak fluent English under the Immigration Act 2016

Yes ☒No ☐

Version Control

Author	HR Policy Team
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