Ubico Ltd

West Oxfordshire – Grounds Maintenance

Environmental Grounds Maintenance Operative

3 x permanent posts

40 hours per week

Salary: Grade C £16,481 - £17,547 per annum

(new terms & conditions to be implemented 1st April 2017 – please see additional page for further information)

Ubico is a company set up to provide environmental services to Cheltenham Borough Council, Cotswold District Council, Stroud, Tewkesbury Borough Council, West Oxfordshire District Council and Forest of Dean District Council and is wholly owned by the authorities.

Ubico Ltd requires experienced, enthusiastic and well-motivated persons to carry out a wide range of grounds maintenance work within West Oxfordshire and the surrounding area. The role will involve all aspect of grounds maintenance work, from hedge cutting to contract grass cutting, you will be required to drive a 35cwt vehicle and operate plant and equipment commonly used in grounds maintenance. Applicants must have a flexible approach to working hours and tasks allocated and be prepared to work outdoors in all weather conditions.

For an informal discussion about the role please contact Bob Lightfoot (Operations Manager) on 01993 861731 or email bob.lightfoot@westoxon.gov.uk

For the job description, person specification and application form please go to Job Vacancies at www.ubico.co.uk

Completed applications should be emailed to vacancies@cotswold.gov.uk or sent via post to Human Resources, Cotswold District Council, Trinity Road, Cirencester, GL7 1PX. Please quote reference UBO91 after the post title

Closing date: 17 March 2017
Interview date: To be arranged

In order to comply with the Government’s Baseline Personnel Security Standard (BPSS), applicants will be asked to provide proof of identity; nationality and immigration status; three years’ employment history and, in some cases, verification of criminal record.

WE ARE WORKING TOWARDS EQUAL OPPORTUNITIES
New Terms and Conditions effective from 1st April 2017.

A new proposed package covering pay, working week and the full range of terms and conditions of employment will be taking effect from 1st April 2017 with the main changes as follows:

- The role of Grounds Maintenance Operative is currently advertised at 40 hours per week and will be reducing to 37 hours per week from this date;

- The salary range of £16,481 - £17,547 will change to £17,419 - £17,772 and the hourly rate will therefore increase from £7.90 - £8.41 to £9.03 - £9.21;

- HGV Drivers will be entitled to a 5% market supplement in addition to their annual salary (if relevant to the role);

- Sickness absence entitlement & overtime rates (if applicable to the role) will also be changing;

- Currently, annual leave entitlement for this post is 22 days – this will increase to 25 days from 1st April rising to a maximum of 29 days after 5 years continuous service.

If you are short-listed and invited for an interview, more information on this will be given.
### UBICO LTD

**PERSONNEL SPECIFICATION FORM**

Applicants Please Note: You may retain this form for your information.

<table>
<thead>
<tr>
<th>Ubico Ltd</th>
<th>Division: Environmental Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title: Grounds Maintenance</td>
<td>Grade: C</td>
</tr>
<tr>
<td>Drawn up by: Beth Boughton</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

#### Essential Criteria (it is essential that applicants satisfy the criteria listed in boxes A to E)

<table>
<thead>
<tr>
<th>A. Skills and Abilities</th>
<th>Assessment Code</th>
</tr>
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<tbody>
<tr>
<td>(i) Ability and experience of driving Transit sized caged vehicles safely</td>
<td>S/I</td>
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<tr>
<td>(ii) Ability to make required daily checks on vehicles, mowers and plant</td>
<td>S/I</td>
</tr>
<tr>
<td>(iii) Ability to read and follow basic information / instructions</td>
<td>S/I</td>
</tr>
<tr>
<td>(iv) Must be a proactive team member with a positive attitude and customer focussed approach to work</td>
<td>S/I</td>
</tr>
<tr>
<td>(v) Ability to effectively communicate factual information and customer feedback to colleagues and management</td>
<td>S/I</td>
</tr>
<tr>
<td>(vi) Ability to use initiative and work with minimum supervision</td>
<td>S/I</td>
</tr>
<tr>
<td>(vii) Ability to deal with customers, colleagues and management in a courteous, helpful and friendly manner.</td>
<td>S/I</td>
</tr>
<tr>
<td>(viii) Ability to maintain a quality service delivery and operate within the values of the company</td>
<td>S/I</td>
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<tr>
<td>(ix) Ability to maintain a neat, tidy and clean personal appearance</td>
<td>S/I</td>
</tr>
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</table>

#### B. Knowledge

| (i) Must possess a basic knowledge of horticulture | S/I |
| (ii) Must possess basic knowledge of vehicles, plant and machinery for use within a grounds maintenance environment | S/I |
| (iii) Must have basic knowledge of health and safety requirements within a grounds maintenance environment | S/I |
### Essential Criteria

<table>
<thead>
<tr>
<th>C. Work Related Experience (including voluntary/unpaid work)</th>
<th>Assessment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Supervising a team</td>
<td>S/I</td>
</tr>
<tr>
<td>(ii) Working as part of a team</td>
<td>S/I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Qualifications - for which there is a legal/professional requirement</th>
<th></th>
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<tbody>
<tr>
<td>(iii) Full driving licence to be able to drive a range of vehicles up to and including 3.5 tonnes gross weight;</td>
<td>S</td>
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</table>

<table>
<thead>
<tr>
<th>E. Circumstances</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(i) A flexible approach to working hours and tasks allocated is required.</td>
<td>S/I</td>
</tr>
<tr>
<td>(ii) Previous experience of working with mobile or static plant and equipment.</td>
<td>S/I</td>
</tr>
<tr>
<td>(iii) Prepared to work outdoors in all weather conditions.</td>
<td>S/I</td>
</tr>
<tr>
<td>(iv) Ubico Ltd operates a no smoking policy within the workplace. Smoking is permitted only in designated smoking areas.</td>
<td>S/I</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>F. Desirable Criteria</th>
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<tbody>
<tr>
<td>(i) Experience of working on grounds maintenance activities is desirable but not essential</td>
<td>S/I</td>
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<tr>
<td>(ii) NVQ level 1 or 2 in horticulture</td>
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### Criteria Assessment Code Descriptors

- **S** - To be assessed at shortlisting for interview.
- **I** - To be assessed at interview.
- **T** - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)

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**FOR OFFICE USE ONLY**

**Verification Statement**

I confirm that this Personnel Specification has been approved by:

Name: [Name]

Designation: [Designation]

Signature: [Signature]

Date of Approval: [Date]

This statement must be completed before the form is sent to Human Resources.
Job Description

Job Title: Gardener
Post No: 
Grade: C
Division: Environmental Maintenance
Location: Station Lane Depot Witney
Responsible to: Team Leader
Responsible for: Agency staff

Part A: Job purpose
To carry out a wide range of routine grounds maintenance and street scene activities in various locations throughout the District and external locations in accordance with service level agreements under the supervision of a Team Leader.

This job description operates in conjunction with the company constitution including the scheme of delegations

Part B: Key result areas
1. Own personal management and development
   a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
   b) to ensure that the company’s equal opportunities policies are followed and actively practice social inclusion within own area of service.
   c) to read and respond to corporate communications and information which is disseminated
   d) to participate in the company’s agreed performance appraisal system.

2. Responsible for all physical resources and budgets allocated to the unit.
   a) no budget responsibility;
   b) ensure all resources (including vehicles, bins, cleaning, mowing equipment and tools etc) are used safely, legally and efficiently;
c) to comply with standing orders, financial regulations and all other company policies and systems for ensuring financial probity.

3. **Professional / technical**
   
a) maintain personal professional/technical competence within the service area in part C;

b) to hold a Vehicle Licence to be able to drive a range of vehicles up to and including 3.5 tonnes gross weight;

4. **Other responsibilities**
   
a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery;

b) to comply with all aspects of the corporate health, safety and welfare policy;

c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

**Part C – Specific Service Areas**

**Main Duties and Responsibilities**

**Driver Roles and Responsibilities**

a) Undertake visual daily checks of the vehicle before it is used to ensure that the vehicle is in good working order, including checking oil, water, tyres, lights and beacons;

b) To report any problems with the vehicle on the relevant paperwork and to the relevant department immediately, explaining technical problems where required;

c) To undertake any required paperwork to ensure compliance with all relevant transport legislation;

d) To comply with all transport legislation;

e) To be responsible for driving Company vehicles safely around the Cheltenham area, showing due regard for other road users and local residents;

f) To be responsible for requesting / utilising other team members as banks persons to assist in any difficult vehicle manoeuvres;

g) To ensure vehicle is left clean and empty at the end of each working day.
Horticultural and Street Scene tasks

a) the planting and maintenance of trees, shrubs and annual bedding schemes;

b) the annual maintenance of hedges;

c) to assist the Supervisor and Team Leader with the supervision of temporary staff, to ensure that they are carrying out their duties professionally, safely and efficiently;

d) grass care and maintenance; to include grass mowing using a wide range of mechanical equipment.