



Job title: Operations Maintenance Operative

Status: Permanent - LC1 (7-12)

Reports to: Parish Clerk

Direct reports: None

Budget responsibility/holder: Hours: 4-6 per week

Position context:

Our purpose: To provide a quality service to the people of Thaxted and to ensure decisions taken are in the interests of the Parish as a whole. The council will act fairly and constructively in a manner that is transparent and fair.

Position Purpose: To maintain and enhance the public spaces in Thaxted, ensuring our local environment continues to be well-maintained to high standards. The role holder will be responsible for the upkeep of some of our green spaces, pathways, and communal areas that are central to the well-being of residents and the appeal of our community.

Position accountabilities:

Accountability	Key activities
Delivery	Regular grass verge cutting, hedge trimming, and litter collection in public areas
	Maintenance of pathways and seating areas
	Seasonal tasks such as leaf clearance and winter gritting
	Minor repairs and upkeep of parish assets
	Safe and responsible weed suppression (Training provided)
	Report maintenance issues and concerns to the Clerk
	Undertake other appropriate tasks as directed by the Clerk

Accountability	Key activities
Planning	Prioritise work efficiently to maintain high standards across all areas
	Plan seasonal work appropriately
	Coordinate with the Clerk on scheduling of tasks
Health and Safety	Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, councillors or members of the public
	Ensure all work is carried out in accordance with health and safety regulations
	Maintain equipment in safe working order
Good Citizenship	Holds personal accountability in ensuring continual focus on enhancing parishioners experience through actions, words and behaviour
	Maintain positive relationships with residents and visitors

Key Stakeholders:

Internal:

- Parish Clerk
- Council Members
- Other Council Staff

External:

- Residents
- Visitors
- Contractors and suppliers

Knowledge, skill and experience requirements

Essential:

- Experience in grounds maintenance or similar role
- Knowledge of safe working practices
- Ability to work independently
- Good communication skills
- Physical fitness appropriate to the role
- Reliable and punctual

- Takes pride in their work

Desirable:

- Previous experience in a similar role
- Knowledge of horticultural practices
- Health & Safety awareness
- Relevant certificates/qualifications in grounds maintenance
- Full driving license

Salary and Benefits:

- From £13.26 per hour (LC1 7-12)
- Training provided including weed suppression certification (if needed)
- Equipment and PPE provided