

# WELLS CITY COUNCIL

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| <b>Job Description</b>  | Outside Spaces Operative  |
| <b>Designation:</b>     | Outside Spaces  |
| <b>Grade:</b>           | SCP 11  |
| <b>Hours:</b>           | Please refer to advert  |
| <b>Location:</b>        | All Council locations as required   |
| <b>Job Purpose:</b>     | <p>The Outside Spaces Operative is responsible for carrying out practical grounds and outdoor maintenance work across the Council's parks, play areas, green spaces, and public realm.</p> <p>The postholder works as part of a team to ensure outdoor spaces are safe, clean, and well maintained, carrying out tasks in line with work schedules, health and safety requirements, and quality standards.</p>  |
| <b>Line Manager:</b>    | Outside Spaces Supervisor   |
| <b>Responsible for:</b> | No supervisory responsibility   |
| <b>Key duties:</b>      | <p><b>Grounds and External Maintenance</b></p> <ul style="list-style-type: none"><li>• Carry out routine grounds maintenance and outdoor work, including:<ul style="list-style-type: none"><li>◦ Grass cutting, strimming, and edging</li><li>◦ Hedge cutting and vegetation management</li><li>◦ Maintenance of parks, green spaces, and landscaped areas</li></ul></li><li>• Assist with seasonal tasks such as planting, leaf clearance, and winter maintenance.</li><li>• Support set-up and removal of temporary outdoor items as directed.</li></ul> <p><b>Play Areas and Public Spaces</b></p> <ul style="list-style-type: none"><li>• Assist with routine visual checks of play areas and outdoor equipment.</li><li>• Report defects, hazards, damage, or vandalism promptly to the Supervisor.</li><li>• Help maintain clean, safe, and welcoming public spaces.</li></ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"><li>• Follow all health and safety procedures, risk assessments, and safe systems of work.</li><li>• Use tools, machinery, vehicles, and personal protective equipment (PPE) correctly.</li><li>• Report accidents, incidents, near misses, and unsafe conditions.</li><li>• Work safely at all times, considering members of the public and colleagues.</li></ul> <p><b>Equipment and Materials</b></p> <ul style="list-style-type: none"><li>• Use and care for tools, machinery, and equipment responsibly.</li><li>• Carry out basic checks and cleaning of equipment after use.</li><li>• Report faults, damage, or maintenance needs promptly.</li><li>• Handle materials, fuels, and chemicals safely and in accordance</li></ul> |

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with instructions.

## Team Working and Communication

- Work cooperatively with colleagues and follow instructions from the Supervisor.
- Communicate clearly about progress, issues, or changes to work.
- Support colleagues during busy or seasonal periods.

## Customer Interaction

- Be polite and professional when dealing with members of the public.
- Provide basic information where appropriate and refer enquiries to the Supervisor.
- Represent the Council positively while working in public spaces.

## General Duties

- Work flexibly to meet service needs, including in varying weather conditions.
- Maintain confidentiality and professionalism.
- Undertake training relevant to the role.
- Carry out other duties appropriate to the post as required.

## Skills Knowledge and Experience:

- Practical experience in grounds maintenance, landscaping, or outdoor manual work.
- Ability to use or learn the safe use of tools and machinery.
- Awareness of health and safety in an outdoor working environment.
- Ability to work as part of a team and follow instructions.
- Basic communication skills and a professional attitude.
- Physically able to carry out outdoor work in varying conditions.
- Relevant certificates (e.g. strimmer or mower use, pesticide application, first aid).
- Experience of working in public spaces.
- Full driving licence (or ability to travel between sites).
- Reliable and hardworking.
- Safety conscious with attention to detail.
- Practical and willing to learn.
- Respectful and courteous with colleagues and the public.
- Proud of maintaining high-quality public spaces.

## Complexity & Creativity: Judgment decisions and problem solving:

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- Proactive problem solving to evolving situations.
- Support the Outside Spaces Supervisor and Outside Spaces Manager in relation to service standards, resource constraints, and compliance matters.

## Contacts:

Town Clerk  
Outside Spaces Supervisor  
Outside Spaces Manager  
Estates Manager  
RFO, Customer Services & Governance Manager  
Customer Services & Governance Supervisor

## **WELLS CITY COUNCIL**

Members of the public

### **General:**

To work within health and safety guidelines in accordance with the health and safety at work act, and Public Health act 1984.  
Any other duties as so determined by the Town Clerk or nominated senior officer.