JOB DESCRIPTION

Post title	Maintenance Operative
Grade	Scale 4, SCP 7–11: £26,403–£28,142 per annum
Responsible to	Maintenance Supervisor
Supervisory responsibility	None
Hours	37 hours per week
Normal base	Council Depot, Swansea Road, Llanelli

Job purpose

To provide a safe, efficient and high-quality grounds, property, play-area and cemetery maintenance service across Llanelli Rural Council facilities.

Main responsibilities

1. Contribute to the effective operation of the Council and work cooperatively as part of the maintenance team.
2. Provide a customer-focused service which supports best value, high standards of workmanship and the Council's values.
3. Follow the Council's health and safety policy, safe systems of work, risk assessments, training requirements and all relevant statutory duties.
4. Comply with Council policies and procedures, including equality, customer care, safeguarding, information security and standards of conduct.
5. Use Council vehicles, plant, tools, materials and personal protective equipment safely, responsibly and only where trained and authorised.

Hours of duty

37 hours per week: 8.00 am to 4.00 pm Monday to Thursday and 8.00 am to 3.30 pm Friday. Additional hours may be required to support Council services and will be paid in accordance with the Council's terms and conditions.

Place of work

The normal base will be the Council depot / Llanelli District Cemetery, Swansea Road, Llanelli. The postholder will be required to work at Council sites throughout the area and, where operationally necessary, at other locations.

Specific duties

1. Assets, properties, recreation grounds and play areas

- Provide general labour, grounds maintenance and property maintenance support.
- Assist with the upkeep and repair of Council offices, depots, community facilities and other assets. Work may include site preparation, painting, basic plumbing, carpentry, plastering, brickwork, rainwater goods repairs and similar tasks, within the postholder's competence and training.

- Operate commercial grounds-maintenance machinery and equipment, including mowers, tractors, powered attachments, trailers, excavators, strimmers and hedge cutters, where trained and authorised.
- Complete pre-use and routine safety checks on vehicles, plant and equipment and undertake basic operator maintenance, including lubrication and replacing appropriate consumable items, where competent to do so.
- Maintain recreation grounds, sports pitches, bowling greens, cricket wickets, parks, footpaths, play areas, woodlands and reservoir environs to approved standards.
- Carry out inspection, installation, maintenance and repair of children's play equipment in accordance with Council procedures and the postholder's training.
- Apply herbicides and pesticides only where appropriately trained, certificated and authorised.
- Transport equipment, supplies and materials between sites and provide porterage support when required.

2. Cemetery services

- Set out and safely excavate graves in accordance with authorised digging instructions, approved procedures and local ground conditions.
- Use appropriate shoring, access equipment, pumps, plant and other controls required by the risk assessment and safe system of work.
- Maintain graves, paths, landscaped areas and the wider cemetery grounds in a safe and satisfactory condition.
- Operate mowers and strimmers carefully around memorials; transport soil and materials; apply authorised treatments; remove litter and spent wreaths; topsoil, level and seed graves; and plant and maintain trees, flower beds and shrubs.
- Assist with the application of the memorial safety inspection and testing programme to BS8415, including temporary making-safe measures where authorised.
- Support funeral directors, officiants, bereaved families and members of the public during funeral and commemorative services with dignity, sensitivity and professionalism.

3. General duties

- Liaise with the Maintenance Supervisor, Maintenance Chargehand and relevant managers concerning work priorities, site conditions and operational issues.
- Work with minimal supervision, use initiative appropriately and contribute to problem-solving.
- Provide practical guidance or mentoring to colleagues when requested and competent to do so.
- Ensure personal protective equipment is serviceable and used as required.
- Report defects, accidents, near misses, hazards, safeguarding concerns and damage promptly through the appropriate Council procedure.
- Take responsibility for significant assets in your care and keep vehicles, plant, machinery, tools and work areas safe, secure, clean and serviceable.
- Undertake training as required and maintain any licences, certificates or competencies required for the role.
- Carry out other duties that are reasonably commensurate with the grade and purpose of the post.

This job description describes the post at the date of issue. Following consultation, duties may be reasonably reviewed to reflect service requirements, provided they remain commensurate with the role and grade.

Issue date: October 2026