

Drivers

Driver 1

"Drive and be responsible for allocated vehicles. Duties will include: vehicle checks, required routine maintenance (for example oil and water checks) and cleaning; transport goods, necessary mechanical aids; and completion of associated paperwork.

Whilst not driving, undertake ancillary duties as appropriate to the type of work undertaken by the teams being serviced."

Driver 2

"Drive and be responsible for allocated vehicles requiring specialist driving skills. Duties will include: vehicle checks, required routine maintenance (for example oil and water checks) and cleaning; transporting goods, equipment and personnel; and completion of associated paperwork.

Whilst not driving, undertake ancillary duties as appropriate to the type of work undertaken by the teams being serviced."

Gardeners

Gardener 1

"Undertake work in public parks, playing fields, landscaped areas and similar open spaces.

Duties will include: general maintenance of these areas (for example grass cutting, hedge trimming, clearing leaves and litter); constructional labouring work; erection and dismantling of sports and other equipment; cleaning (for example, public buildings such as changing rooms and toilets); and assisting higher graded gardeners in their work.

In addition to the usual range of tools and equipment the use of powered hand tools and light plant is required.

Duties may also include patrol and attendance activities (for example collection and issuing of tickets) and maintenance of orderly conduct by the public."

Gardener 2

"Undertake, in addition to the job outlined for Gardener 1, horticultural operations (for example planting, pruning and seeding); ground maintenance (for example, basic setting out and marking of sports areas and upkeep of artificial/synthetic pitches); and where appropriate chemical control under direction. Assistance to higher graded gardeners in more skilled tasks may also be given (for example assistance with propagation and nursery care of plants, site preparation and construction).

In addition to the usual range of tools and equipment the use of powered hand tools and light plant, including the operation of tractor-mounted equipment could be required."

Gardener 3

"Undertake, in addition to the job outlined for Gardener 2, activities largely utilising craft skills: for example, interpretation of plans, site preparation and construction: soft and hard landscaping and setting out of pitches, tree-care and propagation. Employees at this level would be expected to work with minimal supervision and to accept responsibility for the direction of the work of trainees and/or other employees assigned to them."

Gardener 4

"Undertake the job outlined for Gardener 3, but in addition having charge of and being responsible for resources of a significant nature (such as sports establishments and facilities) together with a considerable supervisory role (for example allocation of duties, work rotas and training)."

Gravedigger

"Undertake, either individually or as part of a team, all duties involved in the burial of the dead (for example, location, preparation and digging of graves, including necessary shoring and shuttering, etc); maintenance of the grounds and their surrounds (for example, grasscutting, hedge trimming, planting and pruning); and giving direction to members of the public.

In addition to the usual range of tools and equipment, powered hand tools and plant (including mechanical diggers) could be required."

Home Help

"Have individual responsibility, in accordance with the practices and procedures of the local authority, for the personal needs of clients. The duties will include: domestic duties (for example cleaning, cooking and washing), physical tasks approximating to home care (for example dressing, washing, and feeding clients); and social duties (for example talking with clients, helping clients to maintain contact with family, friends and community, assisting with shopping and recreation) aimed at creating a supportive homely atmosphere where clients can achieve maximum independence."

Housing Caretaker

"Responsible for ensuring the security, safety, cleanliness, maintenance and repair of local authority housing dwellings, normally on a designated housing estate.

Duties will include: the basic security and safety of buildings and surroundings; the cleaning of communal internal and external areas; lighting, heating and maintenance of the fabric of the building including minor repairs and checks on any communal boiler/heating/water plant.

The duties may also include ensuring the operation of fire and entry-phone systems and responsibility for calling out emergency services.

The Caretaker will also act as first point of contact for tenants and as a link with the Housing Department and contractors."