

Tractor Driver (Parks Section)

Grade 4, SCP 16 – 22 (£28,865 - £34,198)

We are looking for an experienced tractor driver to join the Parks team, to assist with landscape maintenance of grounds and supporting the maintenance gangs in Parks, Housing Estates, Cemeteries and Highways.

You must hold a clean valid driving licence and have relevant experience working with tractors. If you have detailed knowledge of the care and maintenance of tractors, then we would welcome an application from you.

For full details of the role, the job description and selection criteria please visit the Council's website (www.douglas.im) or contact the Human Resources Section on 696455.

Closing date for submission of completed applications is **Friday, 2nd May 2025 at 5.00 pm**

Miss K J Rice, Chief Executive, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

JOB DESCRIPTION

DEPARTMENT: Environment & Regeneration
SUB-SECTION: Parks Section
DESIGNATION: Tractor Driver
REPORTS TO: Chargehand Gardener
GRADE: 4, SCP 16 - 22
BASED AT: Ballaughton Nursery
DURATION OF POST: Permanent
HOURS OF WORK: 37 hours per week
No overtime payments paid until 37 hours have been worked
WORK PATTERN: Monday – Thursday 08:00 – 16:00 (½ hour lunch daily)
Friday 08:00 – 15:30 (½ hour lunch)

FLEXIBILITY: Ability to adapt to changing circumstances and work flexibly without assigned tasks normally being disrupted.
Postholder must be prepared to carry out overtime duties and to work on Public and extra Statutory Holidays as required. Postholder must also be prepared to work outside of normal working times when requested. Appropriate overtime rates, in accordance with the terms and conditions of employment, will be paid for duties undertaken outside of normal working hours.

PUBLIC IMAGE: All personnel must wear and maintain any uniform or PPE provided
In order to provide appropriate standards of service and to maintain a good public image, it is a condition of the job that the postholder will not consume alcoholic drinks or narcotic substances during the duration of the working day. Undertake the duties of the post in such a manner as to enhance and protect the reputation and public profile of the Council

RESOURCES: Proper use/safekeeping of plant/machinery/vehicles
CONTACTS: Routine contact with others, including members of the public
ENVIRONMENT: Work outside during all weathers/conditions in unfavourable/unpleasant environments/some exposure to very disagreeable elements

SMOKING: Compliance with the Council's Smoke-Free Workplace policy
SUPERVISION: Some shared responsibility/temporarily assigned (up to 5)
HEALTH: Physically fit/occasionally in awkward postures
TRAINING: Provided as required

TRANSFERS & INTERDEPARTMENTAL WORKING: The post will be interchangeable within and between services/contracts and may be required to carry out other duties of a similar level of responsibility that may be assigned to post holder by the Line Manager provided such duties are deemed to be within the competence of the employee. Employees may be required to undertake interdepartmental working.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO? Yes

JOB PURPOSE:

Drive and be responsible for allocated vehicles. Assist with landscape maintenance and support Parks Section teams in the maintenance of parks, open spaces, sports turf, housing estates, cemeteries and highway areas. Assist with various general duties ensuring an efficient and effective service is provided.

SUMMARY OF MAIN DUTIES:

1. Drive and be responsible for allocated vehicles and for daily and routine vehicle checks, required routine maintenance and cleaning and completion of associated paperwork.
2. Use of, and routine daily maintenance of various horticultural and agricultural equipment including, trailed equipment, rear mounted equipment, front mounted equipment, herbicide spraying equipment, hydraulic powered equipment, side arm flails, equipment associated with sports turf maintenance.
3. Transport supplies and equipment and assist in loading/unloading of vehicles using mechanical aids as required.
4. When not driving undertake duties as appropriate to the type of work associated with landscape, environmental and sports facility maintenance.
5. Proper use of chainsaw crossing-cutting chipper and winch.
6. Assist with landscaping and landscape development projects as required.
7. Ensure safe use, storage, calibration and disposal of chemicals in accordance with application requirements.
8. Share responsibility for direction of work of trainees, apprentices and/or other employees assigned to the post, including seasonal workers and work experience students.
9. Carry out maintenance tasks e.g., litter picking, leaf/litter clearance/emptying of litter/dog bins.
10. Undertake work on external contracts as instructed and on occasion take direct instructions from clients whilst engaged on these contracts.
11. Ensure safe use of all relevant tools, vehicles, equipment and machinery. Carry out daily checks to vehicles, plant and equipment and report defects for rectification. Ensure vehicles, equipment and sites are left safe and secure upon departure.
12. Undertake winter maintenance duties i.e., gritting, salt spreading/snow clearing, as necessary, during bad/inclement weather.
13. Ensure vehicles, equipment and sites are left safe and secure upon departure.
14. Comply at all times with the Council absence reporting procedures ensuring the Nursery Office is immediately advised on any occasion when ill-health prevents attendance at work.
15. Work on external contracts as instructed. On occasion take direct instructions from clients whilst engaged on such contracts.
16. Work flexibly to ensure Parks services operate effectively and efficiently assisting other colleagues, teams and supervisors to ensure delivery of any other duties as required.

17. Bring to the attention of Team Leader/Assistant Head of Parks (Services) any matters of a sensitive nature.
18. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self and others.
19. Ensure equality of opportunity for all people, in service provision and in employment, and work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
20. Compliance with the provisions of the Isle of Man Data Protection Act 2018, the Equality Act 2017, Freedom of Information Act 2015, Council's Constitution, policies and other relevant legislation.
21. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
22. Such other duties within a similar level of responsibility as may from time to time be required by the Team Leader/Assistant Head of Parks (Services).

PERSON SPECIFICATION

Essential

1. Relevant experience working with tractors
2. Detailed knowledge of care and maintenance of tractors and associated equipment
3. Appreciation of safe manual handling techniques and ability to carry out manual handling operations
4. Positive approach to challenges and change with a willingness to be trained and to apply new skills
5. Good communication skills and the ability to deal courteously and fairly with the public
6. Ability to work effectively, independently and as part of a team
7. Basic awareness of Health & Safety Regulations
8. A full clean valid driving licence

Desirable

1. An NTPC, CITB or similar proficiency certificates in tractor, agricultural or other related plant
2. An NPTC Certificate in pesticide application
3. Experience in public sector parks and gardens
4. An understanding of the operations and functions of a local authority
5. Political sensitivity