

Job Description

Job Title:	Green Earth Operative
Directorate	Housing and Communities
Department:	Communities
Location:	Rising Sun Industrial Estate, Blaina,
Reports to:	Green Earth Team Leader
Date JD Agreed:	June 2025

Job Purpose

Through a range of environmental maintenance tasks responsible for the safe and efficient improvement and conservation of Tai Calon's green infrastructure. Providing a high quality, effective and efficient service ensuring that the service represents value for money, delivers a culture of high performance, continuous improvement and excellent customer service.

Values

Our Values, which support our Vision, Mission, and Aims, are CALON. These values are vital to our work as an organisation and are encouraged as our culture and way of working.

C – Creativity: We want people to think differently, challenge processes where they can see improvement, and take risks.

A – Authentic: We want people to be themselves and be open, honest and trustworthy, and act with integrity.

L – Learning: We want people to understand the importance of learning as an ongoing approach to success in their roles.

O – Ownership: We want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

N – “Not on your own”: We are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

Core Responsibilities & Accountabilities

- To ensure the general maintenance of Tai Calon's green spaces through methods such as grass cutting, ground/weed clearance, pesticide application and tree preservation.
- Responsible for the completion of day sheets, job notes and application logs
- Check equipment before use and carry out weekly maintenance on all plant / tools and PPE, including the completion of relevant paperwork.
- Use best / safe practice on all tasks and ensure that appropriate PPE is used.
- Ensure that all work within assigned area is carried out to a high standard and take a proactive role in making decisions and problem solving on site.
- Work alongside the Green Earth Team Leader in supporting and supervising any trainees, placements and volunteers with Tai Calon.
- To operate and ensure the proper use of machinery and equipment at all times within your training capabilities including Chain Saws, Wood Chippers, Strimmers, brush cutters mowers and hand tools.
- To be responsible for the maintenance of all issued PPE, and to report any issues, concerns or items that require attention to your Team Leader.
- Maintain an up to date knowledge of safe working practices and associated Health and Safety legislation and Regulations.
- To carry out practical conservation and improvement tasks as required within the role.
- Drive company vehicles and tow trailers as required to transport operatives, equipment and waste products.
- To be accountable and responsible for keeping accurate records of work undertaken and completed for the area in which you work.
- To work as part of a multi-disciplinary team in undertaking domestic and commercial tree work related projects.
- Maintain an up-to-date knowledge of best arboriculture practices and use of equipment alongside a basic understanding of tree species.
- Responsible for the safe use, storage and practical application of herbicides.
- Contribute to the continued development of safe working practices within the team including the creation and monitoring of risk assessments and method statements, and the creation of site-specific dynamic risk assessments relating to works undertaken.

Key working Relationships

- To work closely with the team leader and Green Earth Project Manager ensuring all health & Safety requirements are met onsite.
- Liaise with tenants giving effective communication and meeting their requirements whilst delivering works to properties and communal areas.

Responsibilities for Resources

Role is responsible for the use, control, testing and maintenance of plant / equipment and applying appropriate recording measures.

- PPE including specialist protective equipment for chainsaw and/or herbicide use
- Fuel card.
- Mobile phone.
- PDA / Tablet
- Other non-specified equipment as required.

Risk, Health & Safety

- Ensure all tasks are managed in a safe manner and risks are mitigated
- Ensure all works undertaken adheres to and complies with current regulations, method statements and risk assessments.
- To ensure that any incidents are immediately reported and documented.
- Ensure first aid kits including any specialist trauma equipment in relation to chainsaw work are monitored.
- Responsible for provision of first aid cover within team.
- Ensure that fire extinguishers distributed to team vehicles are appropriately secured and maintained.

Work Environment

- The physical environment requires the employee to mainly work outside on site on a daily basis in heat/cold, wet/humid, and dry/arid conditions, dependant on the season.
- The work frequently requires a high and constant levels of physical exertion
- Required to use personal protective equipment when carrying out tasks onsite including specialist chainsaw equipment.

- Required to use a variety of powered and non-powered tools.
- Frequently exposed to slippery, wet, muddy conditions that can contribute to slips, trips and falls onsite.
- Work in properties and communal areas and deal with tenants concerns sometimes in difficult and complex circumstances.

Organisational Responsibilities

- Represent Tai Calon in a professional manner at all times.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote the Tai Calon Community Housing's Equality, Diversity and Inclusion Policy.
- Apply excellent customer service to their work at all times.
- The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

Essential	Desirable	PERSON SPECIFICATION	How Assessed		
		JOB TITLE: Green Earth Operative	Application Form	Interview	Practical
		1. QUALIFICATIONS			
✓		Educated to level 2 National Qualification Framework for England, Wales and Northern Ireland or willing to work towards	✓		
	✓	NPTC Pesticide PA1 and PA6 or willing to undertake training	✓		
	✓	Application of Eco plugs. Specialist stump poison	✓		
	✓	Stem injection of pesticide	✓		
✓		NPTC cross cutting, maintenance chain saw. Felling, processing small or medium trees or willing to undertake training	✓		
✓		NPTC / LANTRA wood chipper or willing to undertake training	✓		
✓		NPTC / LANTRA brush cutter or willing to undertake training	✓		
✓		CIEH Manual handling or willing to undertake training	✓		
✓		Up-to-date first aid certificates or willing to undertake training	✓		
	✓	CSCS Card	✓		
	✓	Street Works (Chapter 8) Qualification or willing to undertake training	✓		
✓		Sharps awareness Training or willing to work towards	✓		
✓		Asbestos awareness Training or willing to work towards	✓		
	✓	Tractor Driving Certificate	✓		
✓		NPTC stump grinder or willing to undertake training	✓		
	✓	Accredited HHSRS Certificate	✓		
	✓	NTPC City & Guilds or LANTRA land-based skills certificate.	✓		
✓		Full U.K. Driving License or working towards in a reasonable timeframe.	✓		
		2. KNOWLEDGE			

Essential	Desirable	PERSON SPECIFICATION	How Assessed		
		JOB TITLE: Green Earth Operative	Application Form	Interview	Practical
✓		Detailed knowledge of environmental issues and relevant experience.	✓	✓	
✓		Interest in natural history	✓	✓	
	✓	Knowledge of the social housing sector in Wales		✓	
	✓	Knowledge of tree identification and physiology	✓	✓	
		3. EXPERIENCE			
✓		Experience within a similar role of similar responsibilities	✓	✓	
	✓	Experience of using Microsoft Office including Word, Excel & PowerPoint.	✓		✓
✓		Experience of working with statutory, community, voluntary and business sectors.		✓	
✓		Experience of towing trailers and/or willing to undertake training within a reasonable timeframe.	✓		
		4. SKILLS			
✓		Be able to demonstrate excellent written and verbal communication skills.	✓	✓	
✓		Excellent people skills, very personable and able to develop good working relationships.		✓	
✓		Well organised with an attention to detail to ensure effective work planning, prioritisation, multi-tasking and the meeting of deadlines of own work and that of others.	✓	✓	
✓		Able to problem solve and make sound judgements of decision when required.		✓	
✓		Negotiate effectively showing a willingness to find a common ground.		✓	
	✓	Welsh Language Skills	✓		
		5. ATTRIBUTES			
✓		Tenant and customer focussed.	✓	✓	

Essential	Desirable	PERSON SPECIFICATION	How Assessed		
		JOB TITLE: Green Earth Operative	Application Form	Interview	Practical
✓		Demonstrates integrity and support for organisational values.	✓	✓	
✓		Committed to ongoing personal development and the development of others	✓		
✓		Must be a self-starter, driven and enthusiastic		✓	
✓		Open to change and demonstrate a positive, solution focused attitude.		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
✓		Flexible, willingness to work outside of normal working hours	✓		
		6. Other			
✓		Will need to be able to travel as part of the job, in a timely manner	✓		
✓		Requires Disclosure and Barring Service (DBS) check			