

St Stephen Parish Council

Groundsperson Job Description

Status: Full Time, permanent, with annualised hours. The post-holder's hours will be an average of 37 per week: 42 hours a week during April to September and 32 hours October to March each year.

Timing of work: To commence work at 8am. Occasional weekend/evening work will be required for which time off in lieu (TOIL) will be taken.

Salary: £19,698-25,481 (SCP 6-19) + £626 Outer London Fringe Allowance

Benefits: 22 + 2 statutory days annual leave rising to 25 + 2 statutory days after 5 years local government service and Local Government Pension Scheme.

Responsible to: Clerk/Assistant Clerk

Overall Purpose of the Job: Provide a customer-focused, efficient and flexible service to ensure that land, sports pitches, green space and woodlands managed by the Council are maintained to a high standard, fit for purpose, clean and safe.

Main Duties and Key Responsibilities:

Duties will include but are not limited to:

1. Planning and budgeting

- Provide input into: the Grounds Maintenance Annual Programme; woodland and green space management plans; the rolling replacement programme for grounds equipment, play equipment and outdoor furniture; and any other relevant plans
- Contribute to, in consultation with colleagues, a monthly plan and weekly work schedule to meet the aims of the above programmes and plans, while allowing flexibility for ad hoc, unplanned work requirements

2. Delivery

- Conduct activities as agreed with the Clerk/Assistant Clerk in the monthly plan and weekly work schedule¹
- As and when necessary, advise the Clerk/Assistant Clerk on the use of contractors, obtain quotes, and engage and monitor their work
- Organise and supervise sports facilities bookings, in collaboration with colleagues; make 'play or no play' decisions, notifying sports teams and updating online calendars

3. Infrastructure and underpinning activity

- Maintain, ensure safety of and be responsible for the general security of vehicles, plant, equipment and tools²

¹ Including, but not limited to: preparation and renovation for cricket pitches; sports pitch preparation and renovation to a high standard, including lining and placement of goal posts; grass cutting, strimming and edging; hoeing and weeding; herbicide application (if qualified to PA1/PA6); rodenticide application (if qualified); hedge trimming, shrub pruning and tree lifting; planting shrubs, trees, bedding plants and bulbs; emptying bins, bin emptying, litter picking and leaf clearance; clearing fly tipping and cleaning graffiti; snow clearance and gritting; erect and dismantle Christmas lights and trees; woodland management, including cross cutting and small tree felling (if qualified in relevant chainsaw operations); watering pitches, trees and planters, and setting up and maintaining irrigation systems; minor construction and landscaping; inspections of grounds including allotments

² Including but not limited to: pickup truck, utility vehicle, tractor and associated machinery, mowers, strimmers, hedge cutter, chipper

- Keep an inventory and maintenance records of vehicles, plant, equipment and tools; plan for and order equipment and supplies within allocated budgets, ensuring relevant documentation is in place and best value principles applied, in accordance with the Council's Financial Regulations and Standing Orders
- Conduct safety inspections of playground equipment, record findings and alert the Clerk/Assistant Clerk to any issues
- Complete and submit all required paperwork³ on time
- Work occasional weekends and evenings when necessary, for example to support events, attend meetings and undertake sports preparation (with time off to be taken in lieu)
- Act as an out of hours contact, responding to emergencies when required
- Hold and maintain required certificates and undertake any necessary further training or certification⁴,
- Ensure safe working practices are adhered to at all times, in accordance with all relevant Health and Safety legislation, and the Council's policies and procedures for health and safety⁵

4. Leadership, collegiality and customer relations

- Foster constructive and cooperative working relationships and effective communication within the Council
- Work with colleagues to meet work schedules and complete tasks to the required standard
- Adhere to all Council policies and procedures, including those for equalities and human resources
- Contribute to written reports for and make verbal reports to Council meetings
- Engage with members of the public and external organisations, providing a high standard of service and promoting a positive image of the Council; provide information to the public and resolve complaints efficiently or quickly forward these to the Clerk/Assistant Clerk for further action
- Regularly consult sports users and park visitors on sport pitches, open spaces and related issues; listen to feedback and share with colleagues to enable changes to be made
- Participate in team discussions, 1 to 1 supervisory meetings and H&S meetings
- Wear Council uniform and maintain all attire in a clean and acceptable condition

5. Other

- Support events: setting up, clearing up and generally assisting
- Undertake any other duties as required directed by the Clerk/Assistant Clerk

³ For example: vehicle checks, play inspection records, time sheets, vibration points records, orders, invoices

⁴ For example: pesticides, chainsaw, first aid, towing trailers

⁵ Including but not limited to: undertaking basic risk assessments for grounds maintenance activities and implementing measures required for COSHH, Control of Pesticides and other relevant Health & Safety legislation to ensure compliance, keeping electronic and paper based records as required; understanding, signing and adhering to all relevant risk assessments; ensuring equipment is tested for vibration and noise levels, and that vibration exposure values remain under daily limits, and keeping records; ensuring that those using equipment or machinery have been properly trained and are competent; ensuring that all accidents, near-misses and reportable incidents are recorded and reported to the Clerk/Assistant Clerk; using personal protective equipment as required

Person Specification: Groundsperson

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
SKILLS / ABILITIES	<ul style="list-style-type: none"> • Good customer service skills • Good communication skills both verbal and written • Ability to drive, tow (if qualified) and operate vehicles / tractor / trailer and use ride-on / pedestrian mowers • Physically fit and able to undertake heavy manual work • IT skills: ability to use basic spreadsheets, word processing, internet, email and outlook calendars 	<ul style="list-style-type: none"> • Pitch maintenance skills including use of related tools and machinery • Horticultural skills • Maintenance of plant and machinery
KNOWLEDGE	<ul style="list-style-type: none"> • Health and Safety at work • Equal Opportunities 	<ul style="list-style-type: none"> • Sound knowledge of pitch maintenance, estate management, plant and equipment
QUALIFICATIONS / TRAINING (Verification will be required if called for interview)	<ul style="list-style-type: none"> • GCSE/ NVQ English and Maths, or equivalent ability • Full current UK driving licence 	<ul style="list-style-type: none"> • General grounds maintenance / pitch management training / qualification • Health and Safety training / qualification • Play area inspection training / qualification • Category B+E held on driving licence to be able to tow • NPTC PA1 and 6a Chemical application certificate • Use of rodenticide • Chainsaw cross cutting and small tree felling qualification • First aid qualification
EXPERIENCE	<ul style="list-style-type: none"> • At least one years' experience in grounds maintenance role • Experience of associated tools equipment and machinery • Customer service experience 	<ul style="list-style-type: none"> • Preparing sports / playing surfaces • Writing risk assessments • Working in Local Government
QUALITIES	<ul style="list-style-type: none"> • The ability to work effectively as part of a small team • Polite and friendly attitude to dealing with the public • Adaptable approach and willingness to undertake continuous learning and training • Enthusiasm and self-motivation • Good time-management, work-planning, organisational skills and a flexible approach • Reliable, honest and conscientious • Enjoyment of physical and outdoor work 	
SPECIAL CONDITIONS	<ul style="list-style-type: none"> • Willingness to be flexible to undertake some evening, weekend and Bank Holiday working as part of the normal conditions of service for which TOIL will be provided • Required to wear a uniform that will be provided 	