

St Stephen Parish Council

JOB DESCRIPTION

ROLE: Grounds & Maintenance Support Person

REPORTS TO: Senior Groundsperson

HOURS: minimum 15 hours per week to include between 8.30-1.30 Thursday and Friday and flexible weekend hours)

SALARY: up to £12.28 per hour depending on experience

Purpose: To assist with maintaining and developing Council grounds and facilities to a high standard

Key Duties and Responsibilities:

1. With the guidance of the Senior Groundsperson and colleagues, contribute to maintaining and developing Parish grounds and facilities to a high standard. Tasks include, but are not limited to:
 - maintaining the Council's playing fields and sports pitches to required standards, including grass cutting
 - keeping all Council areas litter free, including emptying waste bins and disposal of collected items
 - conducting basic arboricultural work, including pruning and chipping
 - undertaking horticultural operations, such as watering, preparation, planting, pruning, fertilising, seeding and weeding
 - inspecting and carrying out any necessary work both internally and or outside of the main playing fields, such as the amenity area, War Memorial and any other area maintained by the Council
 - contributing to maintenance of the Council's buildings and facilities, e.g. painting and graffiti removal on benches, bus shelters and noticeboards
 - maintaining open spaces, including trimming hedges, strimming, edging, ditches and fences
 - line-marking of sports pitches
 - participating on the roster for emergency phone and callouts
 - assist with annual events (Christmas, summer).
2. In carrying out these tasks, the postholder will:
 - maintain all tools and equipment in good condition
 - report all faults and defects relating to the condition of plant, equipment, tools, buildings, sites etc to the Senior Groundsperson
 - wear Council uniform and maintain all attire in a clean and acceptable condition
 - advise the Senior Groundsperson of any potential problems or complaints, or areas for potential improvement
 - adhere to safe working practices, in accordance with all relevant Health & Safety legislation
 - adhere to all Council policies and procedures, including those for health and safety, equalities and human resources
 - foster constructive and cooperative working relationships and effective communication within the Council
 - interact positively with members of the public.
3. Carry out any reasonable duties in addition to the above as may be required by the Senior Groundsperson or Clerk.

This job description may be reviewed and be subject to amendment in consultation with the postholder.

Person Specification: Grounds & Maintenance Support

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
SKILLS / ABILITIES	<ul style="list-style-type: none"> • Physically fit to undertake heavy manual work • Ability to drive, tow (if qualified) and operate vehicles / tractor / trailer and use ride-on / pedestrian mowers • Good customer care skills • Good communication skills both verbal and written 	<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 & Safety at work • Equal Opportunities 	<ul style="list-style-type: none"> • Sound knowledge of estate management, plant and equipment
QUALIFICATION AND TRAINING (Verification will be required if called for interview)	<ul style="list-style-type: none"> • 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, 2 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"> • Experience of relevant tools equipment and machinery 	<ul style="list-style-type: none"> • Customer service experience • Experience preparing sports/playing surfaces • 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 	

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<ul style="list-style-type: none"> • Adaptable approach and willingness to undertake continuous learning and training • Enthusiastic and self-motivated • Good time management, work planning, organisational skills and a flexible approach • Reliable, honest and conscientious • Enjoy physical work and the outdoors 	
SPECIAL CONDITIONS	<ul style="list-style-type: none"> • Willingness 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 	