

APPENDIX 15

JOB DESCRIPTION

POST TITLE:	Grounds Maintenance Assistant with step up
SALARY:	SCP 13 – 17 with £50 a week honorarium
RESPONSIBLE TO:	Assistant Clerk - Grounds Manager (Clerk in absence of Assistant Clerk)
HOURS WORKED;	37 hours per week

MAIN PURPOSE OF JOB:

- To assist the Grounds Manager with the efficient and effective maintenance of public open spaces and woodland including play areas and the associated equipment.
- To ensure good Staff and Public relations are maintained and to project a friendly and co-operative image at all times.
- To step up in the absence of the Assistant Clerk - Grounds Manager (tasking of the Grounds Team, ordering of resources and the management of the machinery)

MAIN DUTIES:

1. To undertake such grounds maintenance work as may be assigned from the weekly work schedule, and to carry out general labouring works as required.
2. To assist in the maintenance of sports pitches, open spaces, woodland and amenity areas as directed.
3. To work as safely as possible and have regard to other members of staff and the public.
4. To observe and report any items of equipment or work situation, which is considered to be of an unsafe nature.
5. To undertake such other duties as may be required from time to time or be determined and agreed by the Grounds Manager or Clerk to the Council.
6. To attend training courses as required and in accordance with the Health and Safety at Work Act.
7. To conduct litter collections as directed at the play areas, other amenity areas, woodland and open spaces including emptying the litter bins and ensure that the areas are kept clean and tidy.
8. To undertake grass cutting of areas using small 2 and 4 stroke engine pedestrian mowers, strimmers and ride-on machinery.

APPENDIX 15

9. To help keep all machinery maintained so that it is safe to use at all times and where possible effect timely repairs.
10. To undertake basic use of a line marker as designated by the Grounds Manager for certain tasks.
11. To support volunteer groups in support of work on parish council projects where allocated.
12. Where required, to work weekends or evenings in support of other Council Staff or Council activities.

Other responsibilities

13. To undertake additional duties and responsibilities, as required by the Council, commensurate with the level of the post.

Note: This job description outlines the main duties and responsibilities of the post and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

ADDITIONAL REQUIREMENTS

1. Essential: To hold a clean valid full driving licence.
2. Desirable: To hold a spraying certificate and a chainsaw certificate, PA1, PA6, 2A
3. Desirable: To be a Key holder and ensure security of the Groundsmans' compound.
4. Desirable: To hold an in-date First Aid Certificate.
5. Essential: To obtain a favourable DBS Certificate
6. Desirable: Experience in use of tractors and grounds maintenance equipment
7. Desirable: Interest in sports preparation and maintenance

Signature.....

Date.....