

## **GROUNDS PERSON JOB DESCRIPTION**

### **SALARY AND GRADING ACCORDING TO EXPERIENCE OF SUCCESSFUL CANDIDATE. SALARY RANGE GRADE 4 SCP 15 – 20**

**OBJECTIVE:** To help maintain the front-line services of Hedge End Town Councils Parks and Open Spaces including grounds maintenance, cemetery maintenance/burial plot preparation, sports pitch preparation, site inspections, graffiti removal and fly tipping to help provide a high-quality external environment for the residents of Hedge End.

To provide support for the Maintenance and Litter teams and to ensure good staff and public relations are maintained and to project a friendly and co-operative image at all times.

**DIRECTLY RESPONSIBLE TO:** Operations Manager, day to day supervision Head Grounds Person

- To participate in the day to day operation of the cemetery (including preparation of burial plots), sports pitches and general grounds maintenance, ensuring a high standard that meets current legislation and is in line with industry best practice.
- To work pro-actively and reactively to ensure that scheduled work is completed each day and deal with any unforeseen events as they arise.
- Prepare graves as and when required with use of an excavator and hand-digging involvement and ensure highest standards to maintain the current Green Flag award.
- To respond quickly to emergencies within HETC open spaces and (as required) to effectively document the incident with photographs and written reports.
- Maintain and service items of equipment to best practice and manufacturers recommendation. Report any defects to the Head Groundsman.
- To work with the Maintenance Team, Caretakers and Litter Collector to ensure successful service delivery and service improvements of the wider area as and when unplanned needs arise.
- To work with the Maintenance Team to ensure HETC play areas are safe and maintained to a high standard. Provide assistance and cover with repairs and other maintenance associated with play areas.
- To assist with the safe operation of the St. Johns Rec. Paddling Pool, wearing correct PPE at all times, have read and understood the Risk Assessments and COSHH, that adequate chemical supplies are available, that the pump house is

correctly signed, clean and functioning correctly and that all paper work is completed to a satisfactory standard and handed to the office weekly.

- To carry out visual play area inspections, ensuring that the sites are safe with no obvious defects that could result in serious injury. Reporting any issues promptly and in line with established procedures.
- To undertake pest control as required conforming to the manufactures and industry best practice in line with HETC procedures.
- Always wear the correct PPE for the task being undertaken and ensuring this is maintained in good working order.
- Help maintain and audit stores including building materials, PPE, machinery/ equipment and sundry items.
- Ensure that fuel cards and store cards are kept safe, used only for the purpose intended and that all purchases have the correct paperwork and authorisation.
- Undertake training and development that is relevant to the post.
- Ensure site inspections are undertaken on a regular basis and to provide reports in an agreed format to the Operations Manager.
- Attend training and meetings as required including toolbox talks, health and safety related training and to keep up to date with changes to HETC policy, procedure and administration.
- Maintain records of vehicle maintenance including daily checks, to help ensure that vehicle you are driving are legally compliant, well maintained, safe and within MOT at all times.
- Maintain a safe working environment with due regard for COSHH, Risk Assessments, RIDDOR, safe working -practices and maintaining accurate records.
- Ensure full compliance with the Health and Safety at Work Act 1974, Occupiers Liability act and the Council's Health and Safety Policies.
- To work as part of operational teams, with a 'hands on' approach, ensuring the effective delivery of the day to day service
- Undertake such other duties as may be required from time to time by the Town Council.

### **Keys**

Keep all keys to buildings and honour their security accordingly. Where keys are not assigned to an individual to sign these in/out of the key store as required.

### **Additional Duties**

As stated by the Head Grounds Person or the Operations Manager.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Town Council reserves the right to vary or amend the duties and

responsibilities of the post holder at any time according to the needs of the Town Council.

## **PERSON SPECIFICATION AND REQUIREMENTS**

### **It is essential that the postholder has:**

- Full UK Driving licence.
- NVQ level 2 in Horticulture or equivalent experience.
- Experience of operating horticultural machinery including ride-on and pedestrian mowers, tractors, strimmer's etc.
- Experience of working within public open space.
- Excellent timekeeping.
- Conscientious and the ability to work within a team.
- The ability to communicate at all levels.
- Excellent organisational skills with the ability to remain calm under pressure.
- The post-holder must be willing and able to work unsocial hours which may be a frequent feature of this role which may include Sat/Sun/Public Holidays and evenings as required or when dealing with emergencies.

### **It is desirable that the postholder has:**

- Car and trailer licence.
- Emergency First Aid at Work certificate.
- Certificate of competence in brushwood chipper, abrasive wheel, chainsaw, strimmer/ brush cutter, ride-on mower
- PA1/PA6A Safe handling and application of pesticides
- Lantra Rodent Control Certificate or equivalent
- Experience/ qualification in line marking and sports turf maintenance.
- NPTC Level 2 Award in Agricultural Tractor Driving & Related Operations
- RoSPA RPI 1
- Recognised training in burial plot preparation.