



HEAD GROUNDSPERSON

JOB DESCRIPTION

Overall Responsibilities:

To ensure the Town Council parks and recreational facilities are clean, safe and well maintained.

Specific Responsibilities – includes but is not limited to:

- To work as a team to maintain to the highest possible standards, the Town Council's parks, buildings, open spaces and sports facilities and to carry out the duties, including litter-picking and bin emptying (may include clearing and disposal of dog faeces), as necessary to achieve this including grass cutting, edging, weeding, weed spraying, hedge trimming, clearing leaves, general gardening, planting, pruning, lopping, coppicing, seeding, tree care, ditches, fertilizing, strimming, clearing gutters etc.
- Management of two groundsmen.
- Use own initiative to plan, schedule and promote the economic use of time, tools and machinery.
- Creating a programme of improvements.
- Organisation of the ground staff premises, tools, machinery and other assets.
- Assist in preventing wastage of materials and misuse of tools and equipment.
- To report to the Town Clerk regarding planned work, work in progress, outstanding work and delays.
- To ensure the appropriate use of grounds and facilities (including football, cricket etc.) and that the facilities are maintained to a high standard. Maintenance, repairs and regular inspection (and recording of findings) of play areas, equipment and safety surfaces.
- To carry out minor repairs or renewals (such as painting of benches, fences, sign posts etc.) and the removal of graffiti.
- Provide and maintain a service and maintenance programme for records, tools, equipment, machinery and vehicles.
- Cemetery work – grave marking, digging ashes plots, coffin plate checks, turfing and headstone checks.
- General maintenance of council assets including the office, the ground staff unit, sports buildings, play equipment and all vehicles.
- Managing, preparing and marking pitches in sports fields.

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- Putting up Christmas lights in public areas.
- Driving is an essential requirement therefore evidence of a full driving licence is required and the post holder must retain a full driving licence at all times. The ability to operate various parks' equipment including the operation of a tractor and ride on mower is required. Occasional use of own vehicle.
- Work to include horticultural / sports ground / arboriculture operations and the use and maintenance of appropriate equipment, site preparation, construction and other related duties.
- Tree inspections.
- To undergo training (on and off site), either to enhance or provide essential and desirable skills or knowledge as required by the post.
- To comply with the provisions of the Health and Safety at Work Act, ensuring all reasonable care of yourself and other persons who may be affected by your acts or omissions at work and to ensure that the Town Council's policies and procedures are applied and adhered to.
- To convey a high level of customer care, with tact and diplomacy, at all times and to act as a public face within council grounds, liaise with facility users to establish satisfaction, or otherwise, and report findings to the Town Clerk.
- Notifying the Town Clerk of any acts of vandalism, breakages, Health & Safety issues or matters of concern.
- To carry out such other duties as required within the capabilities of the post and the person.

The list of duties contained in the job description is not to be regarded as exclusive or exhaustive. As a term of your employment you will be required to undertake other duties and requirements associated with your job or other duties which may reasonably be required of you. You will have a duty to ensure you maintain the standard required to perform the duties of this post.

Reports to the Town Clerk

	Essential Criteria	Desirable Criteria	Method of Assessment/Source of Information
Skills & Activities	<p>Basic gardening (digging, weeding, planting, mowing etc.) Ability to complete basic paperwork. Ability to communicate in a polite and effective manner with members of the public, staff and Council. Ability to plan and prioritise the team's work.</p> <p>Full driving licence.</p>	<p>Knowledge of and ability to use a range of grounds maintenance equipment (including tractor mounted machinery). Ability to carry out soft and hard landscaping. Knowledge/experience of sports pitch maintenance.</p> <p>Occasional use of own vehicle.</p>	Application Form / Interview.
Experience	Experience of working in a similar role.	Experience of working for a Local Government Authority.	Application Form / Interview.
Personal Attributes	<p>Good communication and management skills.</p> <p>Self-motivated. Team Player.</p> <p>Able to work weekends and evenings if/as required.</p> <p>Enthusiastic.</p> <p>Use own initiative.</p> <p>Positive.</p> <p>Problem solving attributes.</p> <p>Can do attitude.</p> <p>Flexible & adaptable.</p> <p>Polite and courteous. Willing to work outside in all weathers.</p> <p>Physically able to complete tasks required for the role.</p> <p>Honest.</p> <p>Take pride in work.</p> <p>Security conscious.</p> <p>Proactive.</p> <p>Good organisational skills</p> <p>Literate and numerate.</p>		Application Form / Interview.
Local Knowledge		Geographical knowledge of Mersea Island.	Application Form / Interview.
Qualifications	Sufficiently proficient numerically and able to read and write to a level required to fulfil the duties of the post.	<p>NVQ1 or 2 in appropriate Horticultural Qualification.</p> <p>PA1 &PA6 Pesticide Application.</p> <p>Chainsaws (LANTRA or similar).</p> <p>First Aid at Work.</p>	Application Form / Interview.