

Duffield Parish Council Job Description and Person Specification for the post of Groundsperson

JOB DESCRIPTION – PARISH GROUNDSPERSON

Overall Responsibilities

To undertake a range of duties within Duffield, providing high quality and responsive services that improve the environment.

The Parish Groundsperson will work with the Parish Warden and tasks will be allocated by the Warden and/or Parish Clerk.

The Parish Groundsperson will be required to work in the Cemetery, Eyes Meadow, Gray Recreation Ground and throughout the village.

Salary

Local Council Scale SCP 3-5 (£18,065 to £18,795 pa)

Hours of Work

The Parish Groundsperson will work 37 hours per week on average which, due to the outdoor nature of the role, be:

44 hours per week from 1 April to 30 September (26 weeks)

30 hours per week from 1 October to 31 March (26 weeks)

Occasional weekend and evening working will be required by prior arrangement

Specific Duties

1. Grounds Maintenance

- Removal and control of weeds, moss and other vegetation
- Cutting back vegetation overhanging roads and footpaths
- Hedge trimming
- Pruning bushes and trees
- Strimming and mowing of grass
- Maintenance and repairs of Grave Blocks
- Clearance of litter and dog faeces
- Seed graves and level off sunken graves
- Gritting and snow clearance
- Litter picking and removing fly posters & graffiti
- Dig out burial spaces in the Garden of Remembrance
- Repainting humps and road markings on Donald Hawley Way
- Clear drains and rodding of pipes

2. Street Furniture Maintenance

- Cleaning, re-painting and minor repairs of bus shelters, notice boards, benches, picnic tables & cemetery toilet
- Staining and painting street furniture play equipment and fences
- Erecting signs and noticeboard
- Installing benches and bins
- Empty Council owned bins
- Repaint humps, road marking, tree guards on Council owned land
- Cleaning and minor repairs of Changing Rooms, Parish Hall & Council owned meeting rooms

3. Health & Safety

- Legionella checks at Changing Rooms
- Condition checks of car parks, footpaths & railings
- Safety checks of playground equipment and area
- Gritting and snow clearance
- Report any faults, safety defects in the Village to the Parish Clerk

4. Administrative

- To work within supplied risk assessments and safety requirements, completing any necessary documentation
- To check CCTV cameras as necessary
- To maintain a diary of tasks, noting key points and adhering to deadlines
- To attend any training necessary for the role
- To liaise closely with line manager and staff & attend meetings as necessary
- Advise clerk on the purchase of maintenance equipment and supplies
- Maintain a record of equipment used so regular servicing of tools and equipment can be scheduled
- Comply with Health and Safety Regulations and Council policies and procedures
- Acting as the “eyes and ears” for the community having regard for vulnerable parishioners and antisocial behavior such as noise, car crime, littering
- To undertake any other duties as assigned

PERSON SPECIFICATION

CATEGORY	CRITERIA	ESSENTIAL	DESIRABLE
Education, qualifications and achievements	Good general standard of education	√	
Work	Experience of grounds maintenance	√	

Experience	Experience of managing contractors		√
	Experience of facilities management		√
Knowledge	Experience of operating light and heavy equipment including mowers, strimmer's, hedge cutters and other landscaping machinery	√	
	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.	√	
	Knowledge of gauges, dials, or other indicators to make sure a machine is working properly.		√
Organisational Skills	Ability to prioritise work load & maintain varying deadlines	√	
	Ability to identify and respond to unexpected events and opportunities	√	
	Ability to work calmly to deadlines under pressure	√	
Communication Skills	Assertive, tactful & diplomatic	√	
	Experience of achieving agreement and minimizing conflict	√	
	Experience of relating to people at all levels	√	
	Ability to project positive image of the Parish Council & local community	√	
	Ability to work as part of a team	√	
	Experience of writing and presenting accurate reports		√
Personal qualities and attributes	Ability to work professionally & on own initiative	√	
	Physically fit and able to lift and move large objects/materials around	√	
	Full driving licence	√	
	Commitment to & understanding of Health & Safety regulations and practices	√	
	Ability to follow instructions	√	