

Grobby Parish Council



Parish Council Office, Village Hall, Leicester Road, Groby, Leicester. LE6 0DQ
Tel: 0116 2876985 www.grobbyparishcouncil.gov.uk Email: clerk@grobbyparishcouncil.gov.uk

JOB DESCRIPTION

Job Title: Grounds and Maintenance Manager

Reporting to: The Clerk to Groby Parish Council (Line manager).

GENERAL REQUIREMENTS OF THE POST. The post holder must be able to:

- ✓ work effectively & positively as part of a small team
- ✓ work on their own initiative, with little direct supervision
- ✓ work across a range of tasks to a consistently high standard
- ✓ keep accurate, up to date records of daily work undertaken
- ✓ work in ways that ensure their own and the public's safety, in accordance with the Parish Council's Health & Safety Policies
- ✓ engage with members of the general public in a positive manner that reflects well on the work of the Parish Council
- ✓ use tools such as lawn mowers, light hand-held tools, powered hand-held tools, chainsaws
- ✓ care for and maintain Council buildings, vehicles and equipment
- ✓ carry out work as requested by the Clerk

SPECIFIC SKILLS OR EXPERIENCE REQUIRED:

- have grounds and property maintenance skills
- have previous horticultural experience
- be qualified in the safe use of pesticides or be willing to train
- hold a Certificate of Competence in chainsaw use or be willing to train
- be qualified in emergency first aid at work or be willing to train
- have undertaken Playground Inspection training or be willing to train
- have previous experience of working in a supervisory capacity
- have good interpersonal skills
- have a full driving licence
- have good organisational skills

In addition, the post holder may be expected to undertake such training as required to effectively carry out the range of their responsibilities.

MAIN DUTIES AND KEY RESPONSIBILITIES

1. Maintenance of Council owned land and property. This will include: -

- Overseeing and undertaking the general maintenance of amenity and environmental areas, playing fields, landscaped areas, property and open spaces belonging to the Parish Council. This will include grass cutting, strimming, hedge maintenance and tree management (within the confines of training and/or experience)

- Perform horticultural operations (for example; chemical application, planting, pruning and watering of all floral displays when/where appropriate)
- Responding promptly to emergency repair work identified by the Parish Office
- Carrying out playground equipment inspections and the maintenance of play equipment and play sites as required
- Servicing and maintaining Council owned machinery tools and equipment on a regular basis and to keep all the necessary logs and records
- To assist and advise on the purchase of equipment and tools ensuring best value to the budget
- Emptying of litter bins on Council parks and open spaces
- Battery maintenance and rotation of Mobile Vehicle Activated Signs

2. Day to day management of staff assigned to his/her supervision. This will include: -

- Instructing / supervising staff
- Informing the clerk of any concerns relating to staff and monitoring performance
- Ensuring that all grounds staff comply with Health & Safety regulations
- Undertaking on-site training for the grounds staff

3. To undertake general Cemetery and burial duties. This will include: -

- To ensure that a member of staff attends all Cemetery interments
- Consult Cemetery plans and undertake the digging out and backfilling of ashes plots and to fix in place kerb sets and memorial plaques
- To prepare the ground and monitor the scattering of ashes
- Levelling and turfing graves and ground immediately nearby, as required, and in a timely fashion.
- Notify the Clerk / grave diggers/ Funeral Directors should a problem occur / be identified;
- To maintain graveside landscape and horticulture according to Cemetery policy
- Ensure that all burials, headstones and the Cemetery area are completed within the required Health and Safety law and comply with the Council's regulations
- Cleaning of Cemetery office, store and toilets
- Keep adequate records

4. To communicate with all service and maintenance contractors This will include: -

- Sourcing contractors
- Obtaining quotes (as requested by the Clerk)
- Reviewing performance and ensuring that all contractors are working to the standard required by the council
- Following the council's contractor monitoring system (where appropriate)
- To oversee all contractors (and non-employees working on behalf of the Council) on site, as required
- To obtain the relevant Health & Safety documents from contractors, such as their H&S policies, risk assessments and insurance

5. Other duties and responsibilities

- To ensure that equipment and materials are logged and regularly checked for compliance and safety of use
- To write reports and attend meetings, as requested by the Clerk
- To provide holiday and sickness cover, as required, for the gate keepers
- To keep all logs, maintenance, cemetery, training and health & safety records
- To write and review risk assessment reports and, where necessary, action or report appropriate actions required
- To undertake any seasonal works that may be required

GROBY PARISH COUNCIL
GROUNDS AND MAINTENANCE MANAGER
PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
Experience	Relevant experience of grounds and property maintenance	Experience of working in a supervisory capacity
	Previous horticulture experience	
Qualifications	PA1 and PA6 Safe Use of Pesticides	NVQ Level 2 (or equivalent) in Horticulture
	Certificate of Competence Chainsaw Use	Emergency First Aid at Work
		Playground Inspection Training
Other Criteria	Hold a Full Driving Licence	
	Have good interpersonal skills	
	Have good organisational skills	
	Self-motivated with ability to work alone and undertake decisions in emergencies in conjunction with line manager.	