

# Groby Parish Council



Parish Council Office, Village Hall, Leicester Road, Groby, Leicester. LE6 0DQ  
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## JOB DESCRIPTION

**Job Title:** Grounds Operative

**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 across a range of tasks to a consistently high standard
- ✓ 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 (within the confines of training/experience)

## 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
- be self-motivated with ability to work on own or as part of team
- have good interpersonal skills
- have a full driving licence

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: -

- Undertaking the general maintenance of amenity and environmental areas, playing fields, landscaped areas, Cemetery, open spaces and property belonging to the Parish Council. This will include grass cutting, strimming, leaf clearing, removal of graffiti, hedge maintenance and tree works (within the confines of training and/or experience)
- Assist with the installation and maintenance of street furniture
- Perform horticultural operations (for example; chemical application, planting, pruning and watering of all floral displays when/where appropriate)

- Carrying out playground equipment inspections and the maintenance of play equipment and play sites as required
- Emptying of litter bins on Council parks and open spaces
- Battery maintenance and rotation of Mobile Vehicle Activated Signs

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

- Consult Cemetery plans and undertake the digging out and backfilling of ashes plots and to fix in place kerb sets and memorial plaques
- To be present at Cemetery interments when required
- To prepare the ground and to monitor the scattering of ashes
- Levelling and turfing graves and ground immediately nearby, as required, and in a timely fashion.
- 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

**3. Other duties and responsibilities**

- To ensure that equipment and materials are checked before use and logged
- To provide holiday and sickness cover, as required, for the gate keepers
- To undertake any emergency works, seasonal works or other duties that may be required

## PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>Experience</b>	Relevant experience of grounds maintenance	
<b>Qualifications</b>	Good general education	PA1 and PA6 Safe Use of Pesticides
	Willing to attend training courses (provided by Council) to support the role of Grounds Operative.	Certificate of Competence Chainsaw Use
		Emergency First Aid at Work
		Playground Inspection Training
<b>Skills</b>	Have good interpersonal skills	Ability to carry out grounds maintenance, minor property repairs, painting etc and the use of relevant equipment / machinery
	Ability to work effectively as part of a small team	Competent with, or willing to train in use of a ride on mower
		Knowledge of manual handling
<b>Other Criteria</b>	Hold a Full Driving Licence	
	Adaptable approach with a willingness to work in varying weather conditions and to undertake any necessary training	