

JOB DESCRIPTION

GROUNDS MAINTENANCE OPERATIVE

(Scale Point 6)

£19,171 pa

1. **Responsible to:** Estates & Facilities Supervisor.
2. **Main Purpose:** To undertake maintenance, improvement, cleaning, caretaking and minor installation work to Town Council facilities involving cricket squares, playing fields, bowling greens, tennis courts, flower/shrub beds, open space areas and buildings including bus shelters.

Note: Employees may be required to work at any site for which the Town Council has permanent or temporary responsibility.
3. **Duties:** Under the direction of the Estates & Facilities Supervisor :
 - a) Preparation and maintenance of all council owned / leased playing fields, cricket squares, bowling greens and tennis courts, including all necessary marking out of playing areas.
 - b) Basic maintenance of equipment and surfacing in the Council's formal children's play areas.
 - c) Minor maintenance / repairs to buildings, equipment, and street furniture.
 - d) Preparation, planting and maintenance of all flower beds, shrubberies and decorative containers for which the council has responsibility.
 - e) Grass / hedge cutting, stream and ditch clearance, in all areas for which the council has responsibility.
 - f) Litter collection and emptying of bins, including Dog Waste bins on all sites.
 - g) Operation of all vehicles and machinery used by the council in the tasks set out above.
 - h) Day to day maintenance of vehicles and machinery, including basic serviceability checks and regular cleaning.
 - i) Additional tasks as directed by the Estates & Facilities Supervisor or in his absence the Estates & Facilities Manager.
4. **General:**
 - a) All duties to be carried out in accordance with current Health & Safety regulations as set out in the Council's Health & Safety policy document.
 - b) Appropriate protective clothing, equipment and footwear is provided by the Council and must be worn at all times when operating machinery or working with chemicals such as pesticides, herbicides, fungicides etc. Protective footwear must be worn by all staff whilst at work.
 - c) A signed weekly timesheet must be completed detailing daily tasks undertaken. This must be handed in to the Estates & Facilities Supervisor each week.