

JOB DESCRIPTION

GROUNDS MAINTENANCE OPERATIVE

1. **Responsible to:** Estates & Facilities Supervisor.
2. **Main Purpose:** To undertake at a high and safe standard, the maintenance, improvement, cleaning, caretaking and minor installation work to Town Council facilities involving sports grounds, playing fields, 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, sports facilities 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 will be carried out in accordance with current Health & Safety regulations as set out in the Council's Health & Safety policy document & Risk Assessments.
 - b) All appropriate personal protective equipment and clothing will be provided by the town council. Hi-vis uniform and safety boots will worn at all times whilst on duty.
 - c) A signed weekly timesheet is to be completed detailing daily tasks undertaken. This must be handed in to the Estates & Facilities Supervisor each week.

20-09-21