

OKEHAMPTON TOWN COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATION

Position: Groundsman

Job Overview: To assist the Park-Keeper and other members of staff in maintaining and the upkeep of the council's facilities and green spaces including Simmons Park and Clapps Wood. Ensuring that the areas are kept to a high standard in accordance with the Town Council's expectations and commitment to the community for the benefit of the residents and visitors. To effectively assist with the delivery of a broad range of the Council's services, developing good practice and promoting the Town Council's activities across all areas of business.

Responsible To: Park-Keeper

Hours - Summer: 1st March to 30th September - 32 hours per week (Monday to Thursday)
- Winter: 1st October to end of February - 24 hours per week (Monday to Wednesday)

Pay Scale: SCP7 £19,554 p/annum (pro-rata) rising to SCP8 £19,945 p/annum (pro-rata) on successful completion of 6 month probationary period

Key Areas of Responsibility:

Primary duties – Including but not limited to:

- To undertake horticultural tasks including planting, pruning and coppicing as directed by the Park-keeper
- To operate machinery including but not limited to the tractor, or any other council vehicle, mowers, hedge trimmers etc as directed by the Park-keeper
- To ensure that all council owned machinery is maintained and operated in accordance with the manufacturer's specification and current health and safety regulations at all times.
- To use fertilisers and chemicals in a safe and economic manner under the direction of the park-keeper, manufacture's instructions and current health and safety regulations.
- To be aware of the by-laws for Simmons Park and recreation grounds, including the reporting of offenders to the Park-keeper or other persons as may be necessary
- Ensuring that all footpaths and amenity areas of the assets are clean and tidy.
- Regular visual inspections of all areas including Simmons Park car park and all play areas including the skate park and BMX track and reporting any defects to the Park-keeper as soon as possible.
- procedures are in place to comply with the requirements of health and safety legislation and risk management.

Customer Care - Including but not limited to:

- At all times to be efficient, courteous and helpful to members of the public.
- To provide information for members of the public about the services provided by the Council.
- To report any complaints received to the Park-keeper as soon as possible

- To report all incidents of crime that take place with the Council maintained area of Simmons Park and green spaces to the Park-keeper as soon as possible

General – Including but not limited to:

- To assist with staff training requirements, including any work experience or apprenticeships that the council may offer, keep a record of all training, and report appropriate arrangements
- To make immediate decision and take action when emergencies arise at Council controlled venues and/or report them to the Park-Keeper or Town Clerk immediately
- To ensure compliance with GDPR Regulations, Health & Safety Policies and Regulations and Risk Assessments
- To work in a corporate and cooperative with colleagues, Council Members and other organisations.
- To operate within the Council's Standing Orders and any corporate standards adopted by the Council.
- If requested, to attend meeting or events that fall outside of normal working hours.
- Be prepared to work some weekends and Bank Holidays.
- To attend courses, and other forms of education training as may be required to assist with the duties of the post.
- To hold a driving licence and drive a vehicle provided by the Council.
- To ensure the security of the buildings and take all reasonable steps to prevent access to unauthorised or undesirable persons.
- To act as first aider
- To undertake any other appropriate and related tasks as determined by the Park-Keeper or Town Clerk.

Person Specification:

ATTRIBUTE	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS	<ul style="list-style-type: none">• Commitment to continuing professional development,	<ul style="list-style-type: none">• PA1 and 6 Pesticide Certificate• Brush Cutters and Strimmer Certificate First Aid• Chainsaw Maintenance & Cross Cutting Certificate
COMMUNICATION SKILLS	<ul style="list-style-type: none">• Tact and diplomacy• Good customer care skills• Ability to communicate clearly	
OTHER	<ul style="list-style-type: none">• Demonstrable experience of tractor work• To hold a clean driving license and ability to drive Council owned vehicle (tractor)• Willing to work outside in all weathers• Able and willingness to work outside of normal working hours when required• Able to work on own initiative• Self-motivated with a 'can-do' attitude• Be willing to act as first aider• Willing to fulfil any other duties commensurate with the role• Knowledge of Health & Safety regulations• Willing to assist within other areas of Council business as requested	<ul style="list-style-type: none">• Knowledge of Data Protection legislation• Able to meet deadlines• Experience in green keeping