



JOB DESCRIPTION

JOB TITLE	Grounds and Environmental Services Groundsperson (Weekend Worker)
RESPONSIBLE TO	Grounds and Environmental Services Supervisor / Senior Groundsperson
RESPONSIBLE FOR	To engage in all aspects of Grounds Maintenance in the Town Council's Parks & Open Spaces in keeping with good horticultural practice, with a particular emphasis on quality of work.
GRADE	6-11
SALARY	£20,043 - £22,129 (Pro-rotta)
HOURS	30 hours per week (Annualised Hours)
LOCATION	All Parks & Open Spaces assets across Leighton-Linslade. This job is divided into 2 x 6 monthly seasonal variations (summer and winter) as detailed below and will include lone working and unsociable hours.

SEASONAL VARIATIONS

SUMMER:

APRIL – SEPTEMBER	Thursday & Friday: 09:00 – 17:00 (Lunch 13:00 – 14:00) Saturday & Sunday: 09:00 – 18:00 (Lunch 13:00 – 14:00)
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LOCATION Mainly Parson's Close Recreation Ground.

JOB SUMMARY To carry out maintenance duties to a high standard and level of service provision, primarily with Parson's Close Recreation Ground, including supervision and responsibility for the Splash 'n' Play and Beach facilities, skate park and play area; grass cutting and floral displays maintenance.

WINTER:

OCTOBER – MARCH Thursday, Friday:
08:00–16:00 (lunch 12:30-13:30)
Saturday & Sunday:
08:00–17:00 (lunch 12:30–13:30)

LOCATION Parks, pavilions, play areas and cemeteries.

JOB SUMMARY To oversee sports clubs and community users (mainly football clubs) using the Town Council's facilities, including sports changing rooms, and carry out general maintenance and cleaning duties to a high standard and level of service provision.

DUTIES AND RESPONSIBILITIES

Summer Specific

- 1 Maintenance and supervision of the Splash 'n' Play facility – including cleaning of surface and all filters, water testing and general day-to-day maintenance of this facility.
- 2 Overseeing the smooth running of the Summer Band Concerts, including meeting bands and setting out and removal of chairs. Opening and closing of the Duncombe Drive Day Centre and checking that the building is secured and left in a clean and tidy condition.
- 3 Carry out landscaping duties including the 'planting out' and maintenance of flower beds (including watering)

GENERAL

- 4 **Maintenance of sporting facilities** by undertaking preparation of sports pitches.
- 5 Undertake all **Cemetery** duties.
- 6 As instructed, **meet hirers of open spaces and pavilions.**
- 7 **Collection of weekly fixtures sheet** from Reception. Identify football/cricket teams and check all are playing to plan.
- 8 Ensure all users **follow Council policies and procedures**, as advised by the Line Manager.
- 9 Litter picking and graffiti removal.
- 10 Grass mowing and strimming.

- 11 Empty dog and litter bins.
- 12 Inspect play areas for obvious signs of damage, wear and tear and ensure areas are litter free and record on data sheet – bringing any anomalies to the attention of your Line Manager
- 13 General maintenance duties, including cleaning of seats, signage, notice boards, painting and decorating.
- 14 Assist with Council community functions e.g. Cultural Festival, Christmas weekend. Duties to include provision of items required for events and safety/security matters.
- 15 Completion of 'handover book' with details of information for other members of staff.
- 16 At weekends, the post holder will be lone working and must follow Council procedures for this method of working.
- 17 Arrangements exist for the safety of this post with the provision of a mobile telephone and procedures to be used in any emergency i.e. contact lists of appropriate companies, officers of the Council.
- 18 Be aware of, and comply with, the Council's policies and procedures on health and safety at work by adopting safe working practices; reporting any accidents and/or unsafe or hazardous conditions to management; and to do everything reasonable to prevent personal injury to themselves, fellow workers and members of the public.
- 19 Maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information.
- 20 Adhere to all internal timescales.
- 21 Understand the Town Council's governing policies and procedures (in particular Health and Safety and Data Protection) and understand your responsibility to comply with the requirements
- 22 Be aware of, and comply with, the Council's policies and procedures on health and safety at work by adopting safe working practices; reporting any accidents and/or unsafe or hazardous conditions to management; and to do everything reasonable to prevent personal injury to themselves, fellow workers and members of the public.
- 22 Undertake any other duties of a similar level and responsibility as may be required.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications /Knowledge	<p>Good standard of Literacy and Numeracy skills.</p> <p>Excellent customer service ethos.</p> <p>Full, clean driving licence</p>	<p>Strong teamwork ethos.</p> <p>Manual Handling certificate</p> <p>1st Aid Qualification</p> <p>Trailer licence</p>
Relevant Experience		<p>Amenity landscaping and maintenance of floral displays</p> <p>Working in the community or local government</p> <p>Caretaking of buildings.</p> <p>General maintenance of equipment and buildings.</p>
Other Attributes	<p>A positive and pleasant attitude towards members of the public at all times.</p> <p>Ability to want to take pride in work that is undertaken and working for the Council.</p> <p>A willingness to operate as a member of a team</p> <p>Ability to work with minimal supervision</p>	<p>Willingness to undertake further training as appropriate.</p>

BACKGROUND INFORMATION

Annual leave 23 days (Pro-rota)
Annual leave after 5 years completed service 27 days (Pro-rota)
Annual Leave after 10 years completed service 29 days (Pro-rota)
Bank Holidays, plus 3 extra statutory days (in addition to annual leave entitlement).

Working Hours – 30 per week, working Thursday to Monday.

Overtime is not permitted unless expressly agreed in advance by the Town Clerk.

Period of Notice – One Month.

Leighton-Linslade Town Council is an equal opportunities employer.

This is a description of the job as it is at presently constituted. It is the practice of this Council to periodically examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management, in consultation with the employee, conducts this procedure. It is the Council’s aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder

Signature of Postholder

Signature of Line Manager

Signature of Town Clerk

Date