



BIRSTALL PARISH COUNCIL - JOB DESCRIPTION
GROUNDS PERSON
GRADE LC1 15 -17 (£16,772 to £17,547)



- Hours:** 37 hours per week, Monday to Friday. There may be a requirement to work additional hours to cover for staff absences and to assist in Parish and Civic Functions (including Birstall Gala and the Christmas Switch On event).
- Responsible to:** The Clerk / Estates Team Manager / Senior Grounds Person
- Description** To work as a member of the Estates Team.

Overall Responsibilities:

To assist the Estates Team with all general ground maintenance, including some Cemetery work, by carrying out mowing, spiking, scarifying, rolling, slitting, spraying, top dressing, seeding and marking out operations in the maintenance and preparation of: Ashes/Ash Casket Interments and burials, a bowling green, four football pitches, two cricket squares and one rounders pitch using a variety of machinery, both pedestrian and tractor-mounted.

Specific Responsibilities

- To carry out mowing, strimming and spraying operations in the maintenance of three playing fields, three allotment sites a Cemetery and other amenity areas.
- To litter pick the above areas and to empty all litter and dog bins on a twice weekly basis.
- To carry out arboriculture work to the Council's trees, including pruning, felling and the collection and removal of brash and maintain all the Council's hedgerows.
- To plant out and maintain summer bedding plants and to prepare, erect and maintain hanging baskets throughout the Parish.
- To erect and maintain the Council's festive lighting displays throughout the Parish.
- To erect, maintain and repair all of the Council's boundary fences including post & rail, close boarded and chain link types.
- To inspect and maintain the Council's play equipment on the three playing fields and two other enclosed areas at Hallam Fields.
- To operate at all times within the Health & Safety at Work Act, the Council's Safe Systems of Work, Risk Assessments and any other relevant safety legislation.

- To carry out routine maintenance on all mowers and other associated machinery.
- To deal with Councillors, members of the public and other staff members in a helpful and courteous manner.
- In addition to the above, the post holder will be expected to perform any other reasonable and relevant duties which may arise from time to time.
- The post holder may be required to work outside normal working hours (e.g. evenings, weekends and bank holidays) to carry out duties in connection with this post.

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Parish Council in understanding the prime function of the post.

This job description is current at: May 2017

Management have the right to vary the duties after consultation with you.

Signed: Employee _____ Date _____

Signed: The Clerk _____ Date _____



**BIRSTALL PARISH COUNCIL
GROUNDS PERSON
PERSON SPECIFICATION**



	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications & Experience	Driving Licence	Recognised Horticultural Qualification Chainsaw Competence Certificate Certificate of competence in Pesticide Application (PA1 & PA6 Certificate or equivalent) Manual Handling Training (Training can be provided if necessary) First Aid Certificate
Special Aptitudes	Grounds Maintenance Experience Good communication skills Experience of maintaining sports pitches	Experience of using horticultural machinery Experience of maintaining horticultural machinery Experience in driving a tractor
Disposition	Reliable / Conscientious Flexible Enthusiastic Able to work in a team or on own initiative	
Requirements	To be well organised and good time management / timekeeping. Be able and prepared to work in all weather conditions including rain, snow, etc.	Knowledge of local area