



BIRSTALL PARISH COUNCIL - JOB DESCRIPTION
SENIOR GROUNDS PERSON / HEALTH & SAFETY OFFICER
GRADE LC1 23 -25 (£21,057 to £22,434)



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

Description To work as a member of the Estates Team and to deputise for the Estates Team Manager when he is absent and undertake the duties designated to him.

To assist the Clerk by ensuring that Council meets their Health & Safety obligations and operates within the constraints of the Health & Safety at Work Act of 1974.

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.

To assist the Clerk by ensuring that the Council's Health & Safety Policies, Procedures, Rules & Regulations are adhered to and are reviewed annually with the Council's External Health & Safety advisors.

Specific Responsibilities

1. To operate at all times as a Senior Grounds Person, incorporating the associated role of the Council's Health & Safety Officer.
 - To ensure that all Health & Safety checks are carried out, recorded and reported in the proper manner.
 - To cover the day to day line management of the Estates team in the absence of the Estates Team Manager.
 - To assist in general maintenance of mowing, strimming and spraying operations in the maintenance of three playing fields, three allotment sites 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 brush. Also, to maintain all of 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 the Council's boundary fences including post & rail, close boarded, chain link and security fences
- To inspect, maintain and repair the Council's play equipment on the three playing field sites, including the enclosed toddler areas and the enclosed play areas at Hallam Fields.
- 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.
- To respond to any Health & Safety Incidents/accidents as they arise and to take the appropriate action with the advice and guidance of the Clerk.
- To always work within the constraints of the Health & Safety at Work Act of 1974, the Council's Safe Systems of Work and any other relevant safety legislation
- To maintain detailed records of all reports and observations made.

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
SENIOR GROUNDS PERSON / HEALTH & SAFETY OFFICER
PERSON SPECIFICATION**



	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications & Experience	Driving Licence Experience in a Supervisory/Line Management role. Experience of working in a horticultural environment	Recognised Horticultural Qualification Chainsaw Competence Certificate First Aid Certificate Certificate of competence in Pesticide Application (PA1 & PA6 Certificate or equivalent)
Special Aptitudes	Good Horticultural Skills Good communication skills IT Skills / Computer Literate Experience of maintaining sports pitches	Experience of care and attention of ground maintenance & equipment
Disposition	Reliable / Conscientious Flexible Enthusiastic Able to work in a team or on own initiative	
Requirements		Knowledge of local area