



JOB DESCRIPTION

Post: Lead Groundsperson

Post No: tbc

Reporting to: Head of Technical Services

Salary: £19,800 to £23,100

1. Purpose

To provide day-to-day management and maintenance of Town Council services by leading, and working, as part of a small team to carry out grounds and building maintenance work in the cemetery, play areas, allotments, public spaces and buildings. The post holder will also be expected to supervise the delivery of the grounds maintenance contract as well as being responsible for hanging the town's Christmas lights and providing support to Town Council events.

2. Duties of the Post

The following list is typical of the level of duties which the post holder could be expected to perform. It is not exhaustive and other duties will be required from time to time.

- Supervisory responsibility for the grounds team, vehicles, plant, equipment, staff and premises/facilities.
- Assist in the management of external contracts and other works undertaken for and by outside agencies. Monitor and report on all grounds maintenance work and public convenience cleaning undertaken by external contractors.
- Provide administrative support for the service, ensuring that documentation is consistently and accurately prepared and delivered on time.
- Maintain and repair the Council's playgrounds and recreation grounds. Undertake ground maintenance, hedge cutting, grass cutting and tidying at the Council's recreation grounds, playgrounds, Cemetery, Closed Churchyard, allotments and at certain public footpaths.
- Undertake minor repairs and maintenance to Town Council property and amenity areas.
- Maintenance of flower displays, including watering, during the season with the Grounds Staff. Care of plants.
- Supervise and use tools and equipment including chainsaws, strimmers and brushcutters subject to suitable training and certification. Fell and clear trees.

- Supervise or undertake weed control using the proper techniques and pesticides subject to suitable training and certification.
- Assisting with the introduction, management and monitoring an effective work planning system for the outside services team.
- Responsible for directing the work of the Grounds Staff and occasionally students, volunteers and an apprentice.
- Responsible with Grounds staff for erection/dismantling of Christmas Lights. Assist in the development, implementation and delivery of these services.
- Digging of grave spaces for cremated remains.
- Organise minor repairs and maintenance work through the use of Contractors.
- Dealing with gravediggers, undertakers and stonemasons in relation to the cemetery.
- Carry out routine health and safety inspections of Town Council Property and facilities, completing the necessary reports to record them. Assist in the preparation of risk assessments and participate in health and safety reviews.
- Litter collection.
- Participate in Town Council events and assist in their organisation.
- Provide cover for other members of the grounds team.
- Be involved in the Council's call-out system.

3. Health and Safety

You are required to familiarise yourself with all relevant Health and Safety Regulations, Legislation and Policies applying to or made by the Town Council and ensure that you comply with and ensure others comply with these as required.