



Axminster Town Council



AXMINSTER TOWN COUNCIL

Job Description and Person Specification

Job Title: GROUNDSKEEPER - PERMANENT

Reporting to: Town Clerk

Hours of work: 37 hours per week

Salary: SCP 4 £18,933 - SCP 6 £19,698 (due for review in 2022)

Job Summary

To undertake grounds maintenance and associated duties at the Council's open spaces, verges, and properties as and when required, including the Cemetery, Allotments, and Courthouse Garden.

To undertake any other duties commensurate with the post

Main Responsibilities

1. Care and maintenance of land in the ownership of the Council and the Town's open spaces. Work to include grass cutting, hedge trimming, maintenance of trees, planting, control of weeds and other vegetation, verge-cutting and maintenance, litter picking, clearing fly tipped refuse and sweeping, site clearances and general cleaning.

Ensure that appropriate signage and barriers are put in place to warn and protect the public and others

2. Checking and maintenance of public rights of way, clearing and cleaning ditches and sewers, construction projects to provide steps, footpaths. Minor highway repairs

3. To be responsible for the day-to-day maintenance of the Cemetery grounds - grass cutting, tidying of graves, planting and maintenance of flower beds, cutting of shrubs and hedges.

To deal with undertakers, grave diggers, monumental masons and others who come to the Cemetery in connection with the arrangements for funerals or installation of memorials. To set out grave spaces for contract grave-digging, grave digging for interment of ashes or for burial of a small or new-born child.

To ensure that during the period of an interment and until the funeral party leaves the Cemetery the mourners are not disturbed in any way.

4. Undertake regular inspections of all the Town Council's outdoor sites, identifying necessary repairs and desirable improvements.

5. To report faults and vandalism to street work, furniture and equipment and to undertake minor repairs if required

6. To carry out general day-to-day care of equipment and operate same in accordance with manufacturer's instructions and report any defects.

Undertake minor repair and maintenance work to vehicles, plant and other equipment, and to operate portable machinery both owned and hired by the Council.

7. To undertake other duties as allocated within the general remit of this post, including assisting the Council's Handyman with low-level repair and general maintenance of the town's properties and assets - repair and maintenance work including metalwork, joinery, painting, small scale graffiti removal.

8. Such other duties appropriate to the responsibility of the post as required from time to time by the various Committee Chairmen or the Clerk to Axminster Town Council

General Duties

1. To deal effectively with general queries from members of the public and to present a positive and professional image of the Council at all times; and to consider the impact of your work on public use and enjoyment of our sites.

2. To take reasonable care for your health and safety, wear PPE during the course of your duties and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation and Council Codes of Practice and Procedures. 34. To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

3. To adhere to the Council's existing working practices, methods, policies, procedures and development activities and to respond positively to new and alternative systems.

4. To remain contactable via a Council mobile phone, kept charged and on during your hours of work so you can be contacted quickly in the event of an emergency.

5. Liaise daily with your line manager and colleagues regarding the day's tasks and priorities and to attend meetings and updates as required. Undertake risk assessments on pieces of work as required.

6. participate in annual appraisal processes and to undertake any training deemed necessary to ensure the safe and proper performance of your duties and to comply with any changes in legislation or working Codes of Practice.

7.. To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.

This job description represents a statement of the duties of the post but is not exhaustive. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Council expects this job description to be subject to future revision.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications			
Maths and English G.C.S.E. or N.V.Q. Level 2 which includes literacy and numeracy.		√	Application form.
N.V.Q. Or similar qualifications in grounds maintenance or horticulture.		√	Certificate production.
Relevant Experience			
At least three years' experience working in grounds maintenance or horticulture.	√		
Previous experience of working with the public		√	
Experience of working with gardening equipment, - ride-on mower, hedge-trimmer, tractor, etc.		√	
Skills			
Ability to receive and pass on instructions accurately	√		Interview
Ability to work unsupervised on own for long periods.	√		Application form,
Tact and respect in dealing with members of the public (including those who may be recently bereaved or otherwise emotionally stressed		√	Interview. Test.
Flexibility			
Willingness to cover other duties/absences as and when required possibly at short notice.	√		Application form, Interview..
Clean driving licence including use of a tractor		√	