

Little Paxton Parish Council

Job Description/Specification

Post Title	Groundsman
Grade	
Purpose of Job	To assist with the maintenance of the Childrens Play Park, QEII Playing Field, Village Hall Car Park, Little Paxton Lawn Cemetery, St. James Churchyard, Allotments and maintenance of Parish Council owned items located on land not owned by the Parish Council, cutting of some village verges not owned by the Parish Council
Organisational Relationship	The post is supervised by the Parish Clerk
Other relationships	The post holder will have contact with users of the Council's services
Location	Council garages, QEII Playing Field, Little Paxton

Duties & Responsibilities

General maintenance of Children's play park, QEII Playing Field, Village Hall Car Park, Jubilee Garden, Little Paxton Lawn Cemetery, St. James Churchyard, Allotments & Bus Shelters. This will include:

(a) Grass cutting, hedge trimming (where appropriate certificate held) and strimming.

Grass cutting by either tractor drawn machinery, ride on mower or pedestrian propelled mowers.

(b) The collection and disposal of items of rubbish from Parish Council owned litter & dog waste bins.

(c) Installation of street furniture- this includes bins, notice boards & signage.

(d) Painting of Council bus shelters/seating/benches and other Council equipment as required. Graffiti removal.

(e) The erection of fencing including digging of holes, installation of posts, wire and gates.

(f) Digging by spade or fork or other suitable implement including hoeing and weeding by hand or implement.

(g) Tree & hedge planting including the necessary staking and tying.

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(h) Limited tree surgery - the use of saws mechanical and otherwise (including chainsaws (where an appropriate Certificate is held). Tree felling by chainsaw (where an appropriate Certificate is held)

(i) Maintenance of machinery including daily inspections of vehicles and equipment, carrying out minor repairs (where capable).

(j) Spraying (where an appropriate Certificate is held), by either knapsack sprayer or by hand including the use of general weed killers.

(k) Driving the Council's tractor and associated trailers & attachments and any other vehicle for which the employee is properly licensed and which the Council may from time to time have on loan or on hire.

(j) The use of general equipment such as portable light hand held tools, generators, electric power drills, grinders and any other items of equipment of a like nature which from time to time the Council might require to use.

(m) Numbering burial plots at the cemetery in preparation for interments, laying small slabs as grave markers & ensuring the water pump is working and there is a supply of water. Top up soil for sunken graves.

(n) Erection & dismantling of netball posts.

(o) The carriage of general items of equipment within Council vehicles and trailers for any other event with which the Council is involved.

(p) To attend such training sessions as the Parish Council may from time to time arrange to enable the post holder to carry out the day to day functions of the Council legally, safely, to a high standard and to the best of their ability.

The post holder is responsible for keeping his own training needs under review and bringing any training requirement to the attention of the Clerk.

(q) Carry out routine regular visual checks of Parish Council owned property including play park equipment (where an appropriate Certificate is held), boundaries & footpaths, outdoor gym equipment, multi use games area, cricket wicket. Report appropriate actions required & carry out minor maintenance.

(r) Carry out visual inspection of Parish Council owned trees (where an appropriate Certificate is held) and report appropriate actions required & carry out minor maintenance.

(s) Carry out pest control (where an appropriate certificate is held).

(t) At all times to undertake duties in a proper manner.

(u) To undertake such other duties as the Parish Clerk, may reasonably

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require to be undertaken in connection with the Council's activities.

(x) To use and maintain such protective clothing, tools and equipment as is properly provided by the Council in an appropriate manner and for the purpose for which it was designed.

(y) To participate in the Council's annual performance appraisal scheme.