

Gainsborough Town Council



Document: Job Description and
Person Specification
Report Author: Tom Clay, Town Clerk
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Post Title: Seasonal Grounds Maintenance Operative
Responsible to: Grounds Maintenance Team Leader
Hours / position: 37 hours per week / temporary April - September
Grade / Salary: Below LC SCP 2 £18,198

Role Overview

To carry out a wide variety of grounds maintenance tasks and operations on a day to day basis across all sites owned, managed or maintained by Gainsborough Town Council.

General Responsibilities

To carry out a wide variety of grounds maintenance tasks and operations on a day to day basis across all sites owned, managed or maintained by Gainsborough Town Council.

1. Operation and maintenance of grass cutting machinery including ride on mowers, brushcutters, rotary and cylinder mowers and other machinery that from time to time the Council may be in possession of.
2. Collection of litter and refuse from Council sites.
3. Maintenance of grave plots including excavation and backfilling for funerals.
4. Funeral management including traffic management and grave dressing.
5. Sports pitch maintenance including line marking, weed control, fertiliser application, cylinder mowing and use of a multi cassette mower.
6. Tree and shrub maintenance using hand tools and motorised machinery including chainsaws.
7. Maintenance of flower and shrub beds.
8. Stewarding and manual support for Council events.
9. Minor DIY operations across all Council sites.
10. Basic health and safety inspections of Council assets.
11. Cleaning of public toilets and other areas of Town Council managed sites.

12. Undertake training in the handling storage of chemicals (COSHH), health and safety, handling of equipment and any other training as required.
13. As a term of your employment you may be required to undertake such other duties commensurate with your grade, and/or hours of work.

Grounds Maintenance Operative Person Specification

Person Specification

The person specification summarises the skills, knowledge and experience required to carry out the job. It informs the content of the advert and will also be used in the short-listing and interview process for the post. You should demonstrate on your application form how you meet the following essential criteria.

Specification	Essential	Desirable
Qualifications	Driving Licence.	PA1 and PA6 spraying licence. Introductory level chainsaw operative qualification.
Work Experience		Previous experience of operating grounds maintenance machinery. Previous experience of basic DIY tasks. Previous experience of working in a grounds maintenance environment. Previous experience of horticulture.
Skills and Knowledge		A basic horticultural knowledge. A basic knowledge of fine turf maintenance. A basic knowledge of grounds maintenance machinery and maintenance requirements. A knowledge of mechanical operation of grounds maintenance machinery. Ability to operate a variety of grounds maintenance machinery.
Personal Qualities	A flexible approach to working such hours as are necessary to meet the demands of the service. Weekend working may be necessary. A willingness to undertake further training.	

	<p>An efficient and proactive approach to completing set tasks.</p> <p>An ability to work co-operatively within a team environment as well as alone when required.</p> <p>An ability to maintain a safe work environment at all times.</p> <p>Ability to work under pressure and demonstrate commitment to getting a job done.</p> <p>A respect and understanding for Council policy and procedure and ability to adhere to it.</p> <p>A good public facing manner and ability to communication with members of the public in a professional and courteous way.</p>	
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