

## Abbots Langley Parish Council

### Job Description



**Job Title:** Groundsperson - Works Team

**Reports to:** Works Manager

#### **Overall Responsibilities:**

To carry out to a high standard ground maintenance on playing fields and other open spaces, managed by the Parish Council. To carry out repair and maintenance works to Parish Council properties and facilities.

#### **Key Performance Areas:**

- To carry out grounds maintenance works on the open spaces managed by the Parish Council, including grass cutting, turf maintenance, pitch marking, shrub & hedge pruning, planting, fence repairs and any other duties that may from time to time be required.
- To maintain to a high standard football pitches, including pre-season preparation and end of season renovation.
- To carry out and/or maintain external contract work to the standard defined in the contract.
- To maintain and carry out repairs and maintenance to council halls, council office and other facilities.
- Ensure that council works depot, facilities are kept clean, tidy and secure at all times.
- To maintain council vehicles to roadworthy standard, by ensuring that they are kept clean, tidy, to complete vehicle maintenance sheets on weekly/monthly as directed and report damages to the Works Manager.
- To operate council plant, machinery and vehicles in a safe and secure manner, to undergo further training as and when required on horticultural /agricultural equipment.
- To carry out as directed; litter picking of council playing fields and facilities, to ensure litter and dog bins are emptied of refuse removed as and when required. All to be disposed of in line with work instructions.
- To report all incidents of vandalism, damage and remedial work required.
- To carry out application of chemicals/products as directed. In line with manufacture specification and work instructions and in accordance with Health & Safety requirements.
- To wear council uniform, personal protective equipment and to comply with the council's Health & Safety policy and relevant legislation. To maintain all attire in a clean and proper condition.
- To attend training courses as required.
- Undertake any other tasks commensurate with the job and grades as may be required from time to time.
- Mandatory working for civic events, currently: Carnival (June, all day one Saturday), Fireworks (November, one evening). and Christmas Lights On (December, one evening).

**Skills**

- Some experience of grounds maintenance.
- Adaptable approach and willingness to undertake continuous learning and training.
- Physically fit to undertake heavy manual labour
- Ability to carry out grounds maintenance, minor building repairs, painting etc. and the use of relevant manual and powered equipment and machinery.
- Ability to work effectively as part of a small team.
- Numerate and ability to communicate appropriately with colleagues, councillors and members of the public.
- Ability to manage own daily workload and awareness of when to seek support or assistance.
- Full clean Driving Licence.
- Willingness to work outside in all weathers.

**Signed (Job Holder):** ..... **Date:** .....

**Signed (Manager):** ..... **Date:** .....