

**HOUGHTON REGIS TOWN COUNCIL  
JOB DESCRIPTION**

JOB TITLE:	Summer Groundsman 1st April – 30th September 2018
SPINAL POINT:	SP13 (£16,491)
HOURS:	8am to 5pm Mon-Thurs and 8am to 2pm Friday
LOCATION:	Various recreation grounds, open space and buildings throughout the town. Main base – HRTC Workshop.
JOB SUMMARY:	To achieve satisfactory standards and service provision of the Council's cemetery, parks, recreation areas and open spaces including all play equipment, sports facilities and buildings thereon and any grounds contracts as applicable.
RESPONSIBLE TO:	Grounds Foreman
RESPONSIBLE FOR:	None

**DUTIES AND RESPONSIBILITIES:**

Buildings and Equipment

As directed by the Grounds Foreman:

- Maintenance of all council owned buildings
- Maintenance and cleanliness of Council Workshop.
- Routine maintenance of machines, equipment and buildings.
- Routine maintenance and cleaning of all Council vehicles and plant.

Health & Safety

- Own health and safety
- Proper use of safety clothing and equipment (PPE). PPE must be worn when applicable.
- Reporting of safety defects & concerns
- Reporting of any health & safety concerns

Service Provision

As directed by the Grounds Foreman the maintenance of the cemetery and all parks, open spaces and recreation grounds including:

- Grass mowing/strimming
- Preparation and marking out for sports activities
- Plant and shrub bed work
- Tree / hedge cutting
- Pathway clearance and edging
- Litter collection
- Emptying litter bins including dog waste bins
- Weed and pest control
- Fencing and barrier work
- Burial plot preparation
- Annual pitch renovation programme

Maintenance of community assets, including:

- Play equipment
- Street furniture

Liaison with members of the public, users of facilities etc.

Such other duties within the range and scope of the job as may be required from time to time.

This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder

Signature of Postholder

Name of Town Clerk

Signature of Town Clerk

Date                      March 2018