

JOB DESCRIPTION ASSISTANT GROUNDSMAN

Grade: SCP 15-17 (£16,772 – 17,547)

Hours: 37½ hours per week 8.00a.m. to 4.00p.m. Monday to Friday plus weekend cover as required (for which TOIL is given)

Holidays: Four weeks paid leave per annum at the normal monthly rate of pay plus statutory holidays.

Line Manager: Senior Groundsman (in his/her absence Facilities Manager)

Main Purpose of Job: To operate as part of a small team carrying out grounds maintenance and other works in recreation grounds, open spaces and other public areas.

Main Responsibilities: Undertake grounds maintenance work using a variety of machinery and hand tools in accordance with quality standards, work instructions and specifications within grounds maintenance management plans.

Key Tasks

1. Grass cutting.
2. Hedge trimming and pruning.
3. Clearing leaves and litter.
4. Erection and dismantling of sports and other equipment.
5. Marking out sports pitches.
6. Cleaning sports changing rooms and toilets.
7. Planting and grass seeding.
8. Utilising hand tools, plant and machinery.
9. Qualified operatives only; use of chemicals, pesticides etc in accordance with the codes of practice.
10. Such other duties as may be required by the Facilities Manager or the Parish Clerk.
11. To ensure that service delivery complies with current regulations, accepted professional standards, the council policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children).

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.

Person Specification Assistant Groundsman:

Qualifications & experience - Academic, technical and professional (desirable).

- City and Guilds or NVQ Level 1 or 2 in Horticulture
- NPTC Certificate PA1 or PA6 or ability to be trained for above.
- Lantra or equivalent certificate for operating mowers, tractor (including pto equipment), chainsaws and chippers/shredders.

Work Experience & Attainments – Previous work experience relevant to the job.

- Ability to demonstrate a hard-working attitude and cost-effective approach to work (essential).
- Previous experience in a similar role (desirable).
- The strength to erect and maintain football posts and nets.

Skills & Competencies (essential).

- Reasonable standard of literacy.
- Ability to demonstrate good customer care skills.
- Ability to communicate work information clearly and accurately both in written and verbal form.
- Ability to organise own workload effectively and efficiently with minimal supervision.
- Ability to cooperate with immediate team members.