



Job Description

Post Title	Parish Grounds and Maintenance Operative
Line Manager	The Clerk to the Council
Salary	To be agreed
Hours - part time	To be agreed
Holiday Entitlement	20 days (pro-rata), 2 statutory days & bank holidays
Pension Scheme	The Council operates the Local Government Pension Scheme for eligible employees
Main location	All council sites and facilities

Overall purpose of the Post

To carry out general maintenance duties relating to the work of Worplesdon Parish Council (“the Council”)

Principal Responsibilities

General:

- Initiate and maintain a good working relationship with the public, colleagues, customers, suppliers, councillors, volunteers etc.
- To undertake any additional training in relation to employment as deemed necessary by the Council
- Adhere to new ways of working, embracing change and utilising new technologies to improve efficiencies in the service

- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the Council and lone working
- Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Main duties and responsibilities:

- Weekly inspection, inspection reporting and maintenance of play equipment and play sites
- Carry out remedial and repair work to the play equipment if possible according to skills available
- Ensure that all the play areas are kept weed free and in a clean and tidy condition
- Monthly inspection, inspection reporting (all reports to be delivered promptly - on a weekly basis to the Assistant Clerk) and maintenance of all other assets of the Council
 - Benches
 - Bus shelters
 - Village signs
 - Nevins Copse
 - Jacobs Well Recreation Ground
 - Village Greens
 - Toby's Oak, Wood Street Village
 - Ponds (Wood Street and Jacobs Well)
 - Maypole
 - Tennis courts
 - War memorial Jacobs Well
 - Wood Street Community Car Park
- Monthly tree inspections
- Undertake all minor maintenance, repairs and cleaning of the Council's property, as directed by the Clerk to the Council/Assistant Clerk
- Ensure that the Parish Council's land, sports areas and buildings are kept litter free and hygienic
- Grass cutting, hedge trimming, weeding, clearing leaves and litter (including emptying of all Council owned bins)
- Ditch clearance of Council owned/leased land
- Ensure that any incidents of vandalism to Council property are reported immediately
- To be conversant with local byelaws

- To have an up to date knowledge of first aid
- Ensure that all duties carried out on behalf of the Council are carried out within current legislation. Ensure that when using machinery or chemicals as part of normal duties that safe working practices are defined and understood
- To have due regard for the use and storage of machinery, equipment and supplies held by the Council and to maintain any such equipment to the highest standards in accordance to current legislation
- To undertake, when required, the duties of the “Premises Officer” which will include the external maintenance of Council premises and the opening and closing of Council storage premises as required by the Council
- Assisting other Council staff in their work
- Risk assessment reports, and where necessary, action or report appropriate actions required as and where appropriate.

Specific Maintenance Duties:

- Repair, paint with wood preservative (where appropriate - on an annual basis) and clean out the bus shelters.
- Clean glass bus shelters.
- Repair and treat with wood preservative on an annual basis all benches.
- Litter pick the following areas: Village Greens, Jacobs Well Recreation Ground, and area around the tennis courts, Worplesdon Memorial Ground.
- Empty, on a weekly basis, all Parish owned litter bins and dispose of waste at an appropriate waste disposal site.
- Maintain the five village signs, six notice boards and other miscellaneous remedial works as required.
- Clean/clear grilles at the following locations: The Brook, Jacobs Well – Broad Street (near The Pines), Oak Hill (opposite the pond), Baird Drive/Pound Lane. (Approved by GBC and SCC)
- To carry out minor repairs to playground equipment and play area fencing as required and to source the correct materials.
- To strim the grass around the edge of the play areas as required.
- To moss spray the play area surfacing annually or more frequently if required.
- To moss spray any other Parish owned paths as required.

- Removal of non-hazardous materials that can be lifted easily by one person – no larger than one black sack in size from Parish Council owned land. Hazardous fly-tips to be reported to the Clerk/Assistant Clerk who will arrange for professional removal.
- Maintain the war memorial and surrounding area – Jacobs Well.
- Maintain the tennis court surrounds as required.
- Check/clean and clear the land drains and outlet pipe (Jacobs Well Play Area) on a weekly basis.
- To attend all Flood Forum meetings, attend Flood Forum site meetings and to carry out emergency works as required to prevent flooding.
- To carry out routine ditch work around the Parish as required – November to February annually. Emergency work, to prevent flooding, to be carried out as required.
- To keep clear of vegetation Holly Lane cycle path, as required.
- To cut back vegetation around the Parish as required (Parish Council owned land or around Parish Council property).
- To inspect and help maintain Nevins Copse.
- To inspect and maintain the Wood Street Village Community Car Park.
- Any other tasks as mutually instructed by the Clerk to the Council/Assistant Clerk.