



Groundsperson Vacancy

We are recruiting a part-time Groundsperson to join our busy team

**Local Council Salary Scale (SCP 7 – 12) Starting salary £11.84ph
(initially 16 hours per week with the potential for increased hours in time)**

2023-2024 salary review pending

**23 days annual leave (pro-rata), plus bank holidays, plus two statutory days
and membership of the Local Government Pension Scheme**

We require a team member to join us to carry out repairs and maintenance to council property and facilities, supporting the Head Groundsman with the day-to-day maintenance of Parish Council play areas and public open spaces, ensuring we provide a high standard of maintenance across all Parish Council assets.

In this role, you will carry out a wide range of repairs and maintenance to council property and facilities, minor repairs to play area equipment, and various open spaces fixtures and fittings, and furniture. Working outside in all weather is a key part of this role.

You will also carry out grounds' maintenance works on open spaces managed by the Parish Council, including grass cutting, litter picking, and other types of general grounds and property maintenance.

Ideally you will have experience in carrying out DIY maintenance work to a high standard, knowledge of power tools, the ability to solve basic maintenance issues, and the ability to undertake heavy manual work. Training will be provided, as well as appropriate PPE.

Reporting to the Head Groundsman, the position is available for 16 hours a week (8:30 until 16:30 on Wednesday and Friday).

If you wish to join a small friendly team, are enthusiastic, with good interpersonal skills, and are able to work with minimal supervision, please download the application pack available at:

<https://worplesdon-pc.gov.uk/staff-vacancies/>

Please contact Gaynor White - Clerk to the Council on 01483 300094 for further information.

Closing date is Friday, 15 September 2023 @ 18:00.

Worplesdon Parish Council
Council Offices, Unit 2 Saxton, Parklands, Railton Road,
Guildford, Surrey, GU2 9JX. Phone: 01483 300094
www.worplesdon-pc.gov.uk

Job Description

Post Title	Groundsperson
Line Managers	Head Groundsman/Clerk to the Council
Salary	LC1 = £11.84ph (SCP 8) SPC range (7-12)
Hours – part time	16 per week
Holiday Entitlement	23 days (pro-rata), 2 statutory days and bank holidays
Pension Scheme	The Council operates the Local Government Pension Scheme for eligible employees
Main location	All council sites and facilities

Overall Responsibilities:

To undertake a range of duties within the Parish of Worplesdon, providing high quality and responsive services that improve the environment.

The Groundsperson will work with the Head Groundsman. Tasks will be allocated by the Head Groundsman, Parish Clerk and/or Assistant Clerk.

The Groundsperson will be required to work throughout the parish (which covers 35 sq miles), although training may be hosted outside of the parish.

Salary

SCP 7 -12 (£22,369 – 24,496pa) pro-rated

Hours of Work

The Groundsperson will work 16 hours per week on a Wednesday and Friday but will be required to cover for the Head Groundsman, in the event of leave of absence. Although, during the probationary period, the hours of work will need to take place on two days when the Head Groundsman is working i.e. Monday, Tuesday or Thursday.

Occasional weekend and evening working may be required by prior arrangement.

Specific Duties

1. Grounds Maintenance

- Cleaning and maintaining the parish council's play areas (weekly basis)
- Maintenance of the Wood Street Village Community Car Park – including strimming, weed clearance, repainting, fence maintenance, and cleaning the height barriers (weekly basis)
- Removal and control of weeds, moss and other vegetation
- Cutting back vegetation overhanging roads and footpaths
- Hedge trimming
- Pruning bushes and trees
- Strimming and mowing of grass
- Maintenance of the war memorial - Queenhythe Road (monthly basis)
- Clearance of litter and dog/bird faeces
- Litter picking and removing fly posters & graffiti

- Clear drains and rodding of pipes
- Grille and ditch clearance
- Removal of non-hazardous materials that can be lifted easily by one person. Hazardous waste to be reported to Guildford Borough Council/Admin Staff

2. Street Furniture Maintenance

- Cleaning, re-painting and minor repairs of bus shelters, notice boards, benches, picnic tables, highway signs, village signs, maypole, and tree guards
- Repairing, staining and painting street furniture, play equipment, and fences
- Erecting signs on noticeboards, and fencing
- Installing benches and bins
- Empty Council owned litter bins

3. Health & Safety

- Condition checks of the car parks, footpaths and railings
- Safety checks of playground equipment and play areas
- Safety checks of parish council owned trees (seven sites)
- Gritting and snow clearance – community car park
- Report any faults, safety defects, etc. to either the Head Groundsman or the admin staff
- May be required to attend meetings of the Worplesdon Flood Forum

4. Administrative

- To work within supplied risk assessments, policies, and safety requirements, completing any necessary documentation
- To maintain a diary of tasks, noting key points and adhering to deadlines
- To attend any training necessary for the role
- To liaise closely with line manager and admin staff, and attend meetings as necessary
- Advise the Clerk on the purchase of maintenance equipment and supplies
- Maintain a record of equipment used, so that regular servicing of tools and equipment can be scheduled
- Comply with Health and Safety Regulations and Council policies and procedures
- Acting as the “eyes and ears” for the community having regard for vulnerable parishioners and antisocial behavior such as noise, car crime, littering, etc.
- To undertake any other duties as assigned



Person Specification

CATEGORY	CRITERIA	ESSENTIAL	DESIRABLE
Education, qualifications and achievements	Good general standard of education	√	
Work Experience	Experience of grounds maintenance	√	
	Experience of managing contractors		√
	Experience of facilities management		√
	Experience of operating light and heavy equipment including mowers, strimmers, hedge cutters and other landscaping machinery	√	
Knowledge	Knowledge of machines and tools, including their designs, uses, repair, and maintenance	√	
	Knowledge of gauges, dials, or other indicators to make sure a machine is working properly		√
Organisational Skills	Ability to prioritise workload & maintain varying deadlines	√	
	Ability to identify and respond to unexpected events and opportunities	√	
	Ability to work calmly to deadlines under pressure	√	
Communication Skills	Assertive, tactful and diplomatic	√	
	Experience of achieving agreement and minimising conflict	√	
	Experience of relating to people at all levels	√	
	Ability to project positive image of the Parish Council & local community	√	
	Ability to work as part of a team	√	
	Experience of writing and completing accurate reports		√
Personal qualities and attributes	Ability to work professionally and using own initiative	√	
	Physically fit and able to lift and move large objects/materials around	√	
	Full driving licence	√	
	Commitment to, and understanding of Health & Safety regulations and practices	√	
	Ability to follow instructions	√	