



## Job Description

<b>Post Title</b>	Groundsman
<b>Line Managers</b>	Senior Groundsman/Clerk to the Council
<b>Salary</b>	LC1 = SCP 10 SPC range (7-12)
<b>Hours – part time</b>	16 per week
<b>Holiday Entitlement</b>	23 days (pro-rata), 2 statutory days and bank holidays (pro-rata)
<b>Pension Scheme</b>	The Council operates the Local Government Pension Scheme for eligible employees
<b>Main location</b>	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 Groundsman will work with the Senior Groundsman. Tasks will be allocated by the Senior Groundsman, Parish Clerk and/or Assistant Clerk.

The Groundsman 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 (£25,584 – 27,711pa) pro-rated

### Hours of Work

The Groundsman will work 16 hours per week. Days by mutual agreement. The Groundsman will be required to cover for the Senior 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 Senior Groundsman is working i.e. Monday, Tuesday or Wednesday.

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 (as instructed)
- 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 Parish 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 Senior 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 as and when required
- 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