

Grounds Person / Handyperson

Job Description

1 Salary and Hours of Work

- 1.1 The annual salary for this position is £25,185 - £26,403 (pro rata) based on SCP 4-7.
- 1.2 You will be required to work 25 hours per week.

2 Overall Responsibilities

- 2.1 To be fit enough, willing and able to carry out regular programmed work, with the ability to work diligently and efficiently both as part of a team and when appropriate on your own.
- 2.2 You will work to a schedule of works and additional tasks will be allocated by the Parish Clerk.
- 2.3 To be aware of your responsibilities under Health & Safety law, taking reasonable care of yourself, your colleagues and members of the public at all times whilst at work. You should be familiar with the process of risk assessment, comply with safe systems of work and should actively promote a safety culture within the workplace.

3 Specific Duties

3.1 Grounds Maintenance

- 3.1a Removal and control of weeds, moss and other vegetation.
- 3.1b Cutting back overhanging vegetation.
- 3.1c Hedge cutting.
- 3.1d Pruning bushes and trees.
- 3.1e Strimming and mowing of grass.
- 3.1f Maintenance of paving areas and entrances to open spaces.
- 3.1g Litter pick throughout the Parish.
- 3.1h Maintaining areas around Parish boundary stones.
- 3.1i To store, handle and apply pesticides in line with your training and best practise, being aware of environmental impacts and keeping the requisite records in line with Health & Safety Regulations.

3.2 Asset Management

- 3.2a Maintain all land and assets that the Council are responsible for.
- 3.2b Annual check of all assets owned by the Council.
- 3.2c Regular inspection of all assets owned by the Council.
- 3.2d Maintain and repair street furniture for example, benches, noticeboards and fences.
- 3.2e Installing of street furniture for example benches, bins and noticeboards.
- 3.2f The maintenance, repair and decoration of Treloweth Community Hall.
- 3.2g Check and maintain play equipment.
- 3.2h Ensure that you maintain the Council vehicle and machinery in good working condition.

3.3 Health and Safety

- 3.3a Condition check of car park, footpaths, open spaces, Treloweth Community Hall and assets the Council are responsible for.
- 3.3b Gritting of paths at Treloweth Community Hall.
- 3.3c To assist the Parish Clerk in completion of risk assessments before jobs are completed
- 3.3d To complete regular Health & Safety checks reporting any faults, safety defects in the Parish to the Parish Clerk.
- 3.3e To ensure that tools and equipment are regularly inspected, maintained and stored safely.
- 3.3f To carry out a pre-use visual safety inspection and the day-to-day maintenance of machinery, such as daily checking of oil levels/greasing. Reporting any defects to the Parish Clerk.
- 3.3g To be aware and physically able to work safely in areas of public occupation including working at heights, on banks and near to the highway.

3.4 Administration

- 3.4a To work within supplied risk assessments and safety requirements, completing any necessary documentation.
- 3.4b To maintain a weekly timesheet.
- 3.4c To complete appropriate paperwork in regard to regular checks.
- 3.4d Attend any training necessary for the role.
- 3.4e To liaise closely with the Parish Clerk and other employees and attend meetings as necessary.
- 3.4f Complete appropriate paperwork for relevant purchase requests.
- 3.4g Obtain quotations for equipment or services.
- 3.4h Maintain a record of equipment used so regular servicing of tools and equipment can be scheduled.
- 3.4i Comply with Health and Safety Regulations and Council policies and procedures.
- 3.4j To undertake any other duties as assigned by the Parish Clerk.

3.5 General

- 3.5c To adopt necessary measures to enable you to work outdoors in a variety of weather conditions to ensure continuity and that targets are met.
- 3.5b To assist with event management including marshalling duties, traffic management, signage etc. these duties will require you to carry out weekend work on occasions.
- 3.5c Adhere at all times to the policies, procedures and instructions of the Council.
- 3.5d To be competent in the use of a range of horticulture-related machinery and equipment and to undertake any further training required for new or unfamiliar equipment.
- 3.5e To deliver newsletters as required.
- 3.5f There will be other duties that might be reasonably required.
- 3.5g The Parish Clerk is your line manager.