



Carn Brea Parish Council

Consel Plu Carn Bre

Job Description

Grounds Person / Handy Person (SCP 4-7) Hours Per Week 25

Overall Responsibilities:

- 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.
- Work to a schedule of works and additional tasks will be allocated by the Clerk.
- 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.
- Be familiar with the process of risk assessment, comply with safe systems of work and actively promote a safety culture within the workplace.

Specific Duties & Responsibilities:

Grounds Maintenance:

- Removal and control of weeds, moss and other vegetation.
- Cutting back overhanging vegetation.
- Hedge Cutting.
- Pruning bushes and trees.
- Strimming and mowing of grass.
- Maintenance of paving areas and entrances to open spaces.
- Litter pick throughout the Parish.
- Maintaining areas around Parish boundary stones.
- 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.
- Replenish and maintain the Dog bags and dispensers in the open spaces.

Asset Maintenance:

- Maintain all land and assets that the Council are responsible for.
- Complete an annual check of all assets owned by the Council.
- Complete and document regular inspections of all assets owned by the Council in line with the agreed schedules.
- Maintain and repair street furniture for example, benches, noticeboards and fences.
- Installing of street furniture for example benches, bins and noticeboards.
- The maintenance, repair and decoration of Treloweth Community Hall.
- Check and maintain play equipment and areas on a weekly basis and complete the inspection report, reporting any maintenance requirements to the Clerk.
- Complete and document weekly Defibrillator and Bleed Kit inspections and maintenance.
- Maintain and relocate the Council's Speed Indicator Signs in line with the agreed location schedule.
- To undertake any other duties as assigned by the Clerk.

Health & Safety:

- Gritting of paths at Treloweth Community Hall.
- Condition check of car park, footpaths, open spaces, Treloweth Community Hall and assets the council are responsible for.
- To assist the Clerk in completion of risk assessments for planned Grounds Person tasks and Council external events.
- To complete and document regular Health & Safety checks in line with the agreed schedules reporting any faults, safety defects in the parish to the Clerk.
- To ensure that the Council Vehicle, tools and equipment are regularly inspected, maintained and stored safely reporting any defects or maintenance requirements to the Clerk.
- 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.
- 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.
- To be fully trained and competent in the use of all tools and equipment provided.
- To conduct periodic Emergency Light checks at Treloweth Community Hall.

Administration:

- To work within supplied risk assessments and safety requirements, completing any necessary documentation.
- To maintain a weekly timesheet.
- To complete and accurately record all Grounds Person checks using the Grounds Person Check Sheets, reporting any issues to the Clerk.
- To attend any external training necessary for the role and complete all relevant e-learning training.
- To liaise closely with the Clerk and other employees and attend meetings as necessary.
- Complete appropriate paperwork for relevant purchase requests.
- Obtain quotations for equipment or services when required.
- Maintain a record of equipment used so regular servicing of tools and equipment can be scheduled.
- Comply with Health and Safety Regulations and Council policies and procedures.

General Duties:

- To adopt necessary measures to be able you to work outdoors in a variety of weather conditions to ensure continuity and that targets are met.
- To assist with event management including, marshalling duties, traffic management, signage etc. these duties will require you to carry out weekend work on occasions.
- Adhere at all times to the policies, procedure and instructions of the Council.
- To deliver newsletters as required.
- There will be other duties that might be reasonably required.
- The Clerk is your line manager.

This outlines the responsibilities and duties required for the time being of the post entitled Grounds Person / Handy Person in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be carried from time to time which do not change the general character of the job or the level of responsibility.