



# Chalfont St Giles Parish Council

## Job Description - Groundsman

Post Title: Groundsman

Salary: £18870 to £21074 depending on qualifications and experience

Basis: Full Time

Responsible to: Clerk/Head Groundsman

Closing Date: 7 September 2018

### General Description

Under the direction of the Head Groundsman the post holder will be expected to carry out general maintenance of the open spaces within Chalfont St Giles Parish.

### Main Duties and Responsibilities

#### *Bowstridge Lane Cemetery*

Cut grass, keep paths clear of weeds and leaves, maintain the composting area, empty bins regularly, mark the graves for burials and the erection of memorials, check gravestones, cut hedges and maintain benches.

#### *Closed Cemetery*

Cut grass.

#### *Village Green, Lower Stone Meadow and Riverside Walk, Silverhill and Village Pond Area*

Cut grass, keep paths clear of weeds and leaves, cut hedges and maintain benches.

#### *Jordans Village Green*

Cut grass.

#### *Back Lane Allotments*

Cut specific grassed areas.

#### *Play Areas*

Carry out weekly maintenance checks, keep areas litter free and maintain benches.

#### *Trees*

Report any dangerous trees and branches.

#### *MVAS Signs*

Maintain and periodically rotate around the Parish.

### *Devolved Services*

Side out footways, weed spray where required, maintain rights of way footpaths, clean road signs.

### *Tractor Shed and Compound*

Maintain the areas for safety and tidiness. Clean machinery and equipment and maintain where necessary.

The post holder will at times be expected to work alone and must take responsibility for all appropriate risk assessments and health and safety requirements.

The post holder may be required to carry out ad hoc minor maintenance works and other duties as directed by the Council.

## **Training**

The post holder will keep up to date with new legislation, procedures and techniques as required by the work being carried out. The post holder is responsible for keeping his/her own training needs under review and bringing any training requirements to the Head Groundsman.

### *Health and Safety*

The post holder will take responsible care for Health and Safety of self and others who may be affected by the activities being carried out in accordance with Health and Safety Legislation.

### *Equal Opportunities*

The post holder will uphold the Parish Council's Equal Opportunities policies and practices.

### *Customer Care*

The post holder will deliver services in a way which is sensitive and responsive to those receiving such services.

## **Qualifications and Experience**

### *Essential*

The applicant must be:

- Aged 21 years or over and hold a full, clean and current driving licence.
- Able and confident to work on own.
- Able to work as part of a team.
- Able to communicate sensitively with all members of the public.

### *Desirable training*

- Manual Handling
- First Aid Trained
- NPTC Tractor Operations
- NPTC Brush Cutters
- NPTC Spraying PA1 & PA6
- NPTC Chain Saw
- NPTC Tractor mounted hedge cutter