



Lydney Town Council

JOB DESCRIPTION

JOB TITLE:	Head Grounds Person
SALARY SCALE :	SCP 24 -28 dependent on experience and qualifications
HOURS:	37 hrs per week
RESPONSIBLE TO:	Town Clerk (Lydney Town Council)

JOB DESCRIPTION

Job Purpose:

As Head Grounds Person, you will be responsible for the supervision of the Council Grounds/Maintenance Staff and for the day to day maintenance and operations of council and trust land, buildings and outdoor facilities. You are also required to actively participate in related functions, thereby ensuring that the vision, aims and objectives of the Town Council are met.

Key Accountabilities:

To support the Town Clerk by ensuring that council and trust facilities are maintained to a high standard and that the maintenance staff are correctly and reliably supervised and that all relevant tasks are completed in timely manner.

Contacts: Councillors, Council staff, contractors, suppliers and members of the public.

Key Tasks:

1. To lead the Grounds team effectively, to co-ordinate and ensure the effective delivery of operations including the day-to-day management and maintenance of the Council's facilities and assets; including but not limited to, Council Offices, Cemetery, parks, allotments, children's play areas, football pitches, sports facilities, natural areas, ancillary buildings, and open spaces.
2. To develop, manage and deliver projects to improve and enhance Council and Trust facilities in accordance with the Council's priorities.
3. Responsible for the efficient and effective management, maintenance and improvement of the Council's and Trust land, assets, and property portfolio.
4. Overseeing the maintenance of all green spaces in accordance with Council policy, ensuring best value is achieved at all times.
5. Working with office staff to ensure that adequate records are maintained for all assets and facilities, including the Council's Fixed Asset Register, allotments, and cemetery records including safety, inspections, maintenance, machinery and servicing records

6. To produce pre-planned maintenance and development plans, including a refurbishment and enhancement programme.
7. To economically manage and oversee maintenance contracts, leases, and any relevant licences for Council owned equipment and assets on behalf of the Town Council.
8. To be responsible for and review of Health and Safety and Risk Assessments for Council owned equipment, assets and relevant buildings and their use.
9. To coordinate and oversee any tendering processes regarding the maintenance of council facilities with proper regard to Council's policies on ethical standards of procurement.
10. To carry out a regular Inspection programme of all council facilities, play equipment, street furniture, cemetery monuments and keep appropriate records of these inspections.
11. To lead on Council's environmental improvement programme to develop bio diversity, environmental improvements, energy efficiency and to mitigate climate change
12. To be responsible for maintaining a high level of supervision over all Council Grounds Staff; producing an annual work plan, a monthly schedule (*both to be submitted in advance to the Town Clerk*) and a verbal report to the relevant committee as considered appropriate by the Clerk
13. To supervise grass cutting and mowing, using power mowers and strimmers and any other such mechanical or manual implements as considered necessary to maintain all grassed areas, verges, hedges, or any other areas as directed by the Council.
14. To be flexible in your approach, addressing areas of; general maintenance and repair to Council owned premises as directed.
15. To supervise the watering, planting and maintenance of flowerbeds, baskets, mangers etc. throughout Lydney Town
16. To supervise any spraying of pesticides and weed killers as directed to ensure that this is done in a safe and environmentally sensitive manner.
17. To supervise the maintenance and checking of equipment, including minor or routine maintenance of tools and machinery etc.
18. To carry out all work in line with given Health and Safety Guidelines and Procedures as directed and to ensure safety equipment as issued is worn appropriately.
19. To complete all standard forms relating to hours worked, vehicle usage etc on a daily basis or as directed.
20. To undertake any other duties as requested by the Town Clerk on behalf of Lydney Town Council.

General

Training

- To undertake job related training as considered necessary by the RFO and/or Council and willing to undertake continuous professional development and take responsibility for own learning and development needs.

Equal Opportunities

- All employees have a responsibility to understand and abide by the obligations laid down by the Council's Equal Opportunities Policy.

Valuing Diversity

- Ensure that all service delivery is customer focused and delivered within a framework that recognises and respects the diverse nature of the community, with an emphasis on inclusion and access.

Health and Safety

- To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.
- To be responsible to ensure that, on a day to day basis, work is conducted within the framework of all local and legislative health and safety guidelines and policy.
- To be responsible for working to, and implementing where relevant, the Council's Health, Safety, Environment and Welfare Policies.

Medical

- The post is subject to you meeting an acceptable level of medical fitness, for which the Council may require that you either; a) complete a medical questionnaire or b) undergo a medical examination within 1 month of commencing said post, the Council agree to meet the cost of such an examination (if considered necessary).

Confidentiality

- The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Council.

Identification

- In order to comply with employment legislation, the successful candidate will be asked to provide evidence of their identity in order to prove their eligibility to work.

Person Specification – Head Grounds Person

Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • Ability to work to given instruction with a minimum of supervision • Ability to assimilate new procedures • A flexible approach to working patterns to ensure deadlines are met. • Holds a clean current driving licence. 	<ul style="list-style-type: none"> • At least 5 years previous gardening experience • Horticulture and grounds maintenance qualifications
Knowledge and understanding	
Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • Knowledge of plants/shrubs and grass maintenance • Experience of Building and facilities management • Managing health and safety, undertaking risk assessments and carrying out maintenance and safety inspections. 	<ul style="list-style-type: none"> • Knowledge of the local area • Health & Safety qualification • Play inspection qualification • Building and/or facilities management qualification
Skills, training and personal	
Essential Experience	Desirable Experience
<ul style="list-style-type: none"> • Meeting defined objectives • Able to work on own initiative and be resourceful • Active commitment to promoting equal opportunities in all aspects of work • Developing, managing and supervising projects 	<ul style="list-style-type: none"> • Willingness to attend additional training as required. • Experience of Project Management