



## The Ivers Parish Council

### Job Description

### Grounds Maintenance Operative

**Purpose:** To help manage and maintain playing surfaces, recreation grounds, allotments, street furniture and other amenity land and buildings for the Parish Council. To ensure a safe and clean playground environment.

**Reports to:** Deputy Clerk

#### Overall Responsibilities:

All the duties listed below are generic to the role. However, those that require a specialist qualification or course attendance certificate must not be undertaken until such time as authorisation is current. Whilst the list is indicative, other duties of a similar nature may well be required.

1. To help maintain and keep tidy all areas owned or maintained by the Parish Council
2. To help maintain all football pitches in accordance with relevant FA guidelines.
3. Daily inspection of playgrounds and BMX tracks.
4. To help maintain the Pavilion at Iver Heath Recreation Ground and the Jubilee Pavilion at Iver Recreation Ground including doors and locks, showers, radiators, guttering, meter readings and setting of time clocks.
5. Operate the full range of ride on grounds maintenance vehicles and associated equipment.
6. Installing and maintaining waste bins, dog bins, notice boards, planters, bus shelters, seats, playground equipment and safety/legal signage.
7. Clearing of broken glass/litter in recreation grounds and play areas.
8. Painting and effecting minor repairs to village gates and checking boundaries and fencing of Parish Council owned/managed land.
9. To help maintain tools, equipment and vehicles in accordance with Health and Safety legislation and stored in an orderly fashion, carrying out inventory checks with office staff as required.
10. Oiling and general maintenance of all gates, shutters, barriers, bins, boards and bus shelters.

11. Carrying out minor tree work, hedge cutting and strimming as required.
12. Carrying out visual checks on all Parish land in terms of graffiti, damage or dangerous conditions and report to the Deputy Clerk. Removal of graffiti where possible.
13. Letting contractors into various Parish Council owned premises for annual maintenance of boilers, fire equipment, pumps, alarms and CCTV etc.
14. Support community events which may involve out of hours work (time off in lieu will apply).

**Ancillary and occasional duties:**

15. Attending training sessions and exhibitions as required.
16. Safety testing of memorials in the burial grounds, recording results.
17. Landscaping/footpath work within the areas detailed above.
18. Any other work that might reasonably be required from time to time.

## Person Specification

	Essential	Desirable
<b>Knowledge</b>		
Health and Safety knowledge	E	
Hygiene (cleaning) / PPE requirements	E	
Awareness of relevant Risk Assessments	E	
<b>Skills</b>		
Strong communication skills (including public facing)	E	
Practical experience in grounds maintenance	E	
Relevant qualifications in grounds maintenance		D
Basic maintenance / handyman skills		D
First Aider		D
Manual Handling		D
Driving – Possess a full driving licence	E	
<b>Attributes</b>		
Ability to use initiative to solve problems to ensure environments are safe	E	
Self Starter – ‘can do’ attitude	E	
Ability to work as a team or unsupervised when required	E	
Open to new ideas		D
Flexible working approach	E	
Able to work to deadlines	E	
Physically fit – ability to work outside in all weathers	E	
Ambassadorial spirit	E	
Tenacity and integrity	E	
Pride in their work	E	

Signed..... Date .....