

Grounds Maintenance Operative Job Description

Salary range: £17,072 to £17,772 (£8.87-£9.24 per hr) plus local government pension, training and uniform

This is a full time role, normally 37 hours a week. Regular hours will be confirmed with the postholder on appointment. It will be expected that the postholder will work on a rota to cover litter picking and safety checks at our outdoor sites including weekends and bank holidays. The post holder will also be expected to be available to work additional hours at large scale events held at our sites and to provide additional capacity at other busy times.

This post has a starting salary of £8.87 per hour and includes entitlement to join the local government pension scheme. Full training will be provided and the role will be subject to the completion of a satisfactory probationary period of 3 months after which a staff uniform will be provided.

A driver's licence is essential for this role as the postholder will be required to drive vehicles and equipment whilst working at various locations within the town. The ability to work on your own initiative and without supervision is also essential. As this role may involve contact with children and other vulnerable adults, the postholder will be subject to DBS checks.

Job purpose

The town council owns or has responsibility for the maintenance of a number of sites within the town including the Mundy Playing Fields, Chantry Playing Field, Thornbury Cemetery, Thornbury Skate Park and five other play areas and open spaces.

This role involves keeping our facilities free from litter and our changing rooms and toilets clean, as well as assisting with general grounds maintenance works such as grass mowing, watering, weeding and working in the cemetery. The post holder will need to be able to adhere to all current and future Health and Safety requirements that are required to safely carry out the role. The work is carried out on a cyclical basis and is physically demanding and carried out in all weathers conditions.

Main Duties

1. Clearing town council maintained properties and other public areas of dropped litter.
2. Emptying of litter bins and safe disposal of their contents.
3. Cleaning of council run public toilets and changing rooms.
4. Mowing of grass at town council maintained sites.
5. Inspection of play areas and pitches for safety and cleanliness.
6. Maintenance works in the cemetery and assisting with grave digging
7. Locking and unlocking of buildings and facilities as required with responsibility for safeguarding keys and the security of property belonging to Thornbury Town Council.
8. Planting, maintenance and watering of floral displays and hanging baskets
9. To identify and note the main areas of litter pollution within the town by visual inspection and to report any incidents of graffiti, vandalism or dog fouling to the town council office/supervisor.

10. To maintain a weekly record of areas covered, cleaning carried out, problem areas found and hours worked.

11. To carry out any other tasks that maybe required by the Town Clerk commensurate with the role.

Personal Specification

The successful applicant should be able to demonstrate the following qualifications, skills and experience necessary to meet the requirements of the role:

Essential

- Friendly, approachable and professional at all times while representing the town council.
- Ability to work as part of a small team and to perform designated tasks safely, accurately and efficiently.
- Experience of using a range of grounds maintenance tools and equipment and the ability to adhere to all current and future Health and Safety requirements that are required to safely carry out the role and operate equipment.
- Ability to work independently using your own initiative and deal with matters as they arise
- Ability to demonstrate pride in your work and in keeping community facilities to a high standard.
- Availability to work regular weekends and bank holidays as part of a rota.
- Good level of physical fitness.
- Full UK drivers licence.

Desirable

- A generally ‘practical’ nature with the ability to turn your hand to a number of maintenance related tasks.
- A flexible ‘can do’ attitude and a willingness to tackle any task.
- Previous experience in cleaning, property and/or grounds maintenance.
- Health and safety, property and grounds maintenance or play area inspection qualifications.

DO YOU HAVE ANY UNSPENT CONVICTIONS AS DEFINED BY THE REHABILITATION OF OFFENDERS ACT 1974 OR AS AMENDED BY THE LEGAL AID SENTANCING AND PUNISHMENT OF OFFENDERS ACT 2012? YES/NO

IF YES GIVE DETAILS:

WORK EXPERIENCE AND HISTORY

Please include employer and job title, a brief outline of duties, dates of employment and reason for leaving

REFERENCES

1. NAME:

JOB TITLE:
(if applicable)

ADDRESS:

POST CODE:

TEL :

E-MAIL:

2. NAME

JOB TITLE:
(if applicable)

ADDRESS:

POST CODE:

TEL :

E-MAIL :

IF NEITHER OF THE ABOVE REPRESENTS YOUR CURRENT OR MOST RECENT EMPLOYER PLEASE GIVE A REFEREE IN THAT CATEGORY WHO WILL NOT BE CONTACTED UNLESS THE POST IS OFFERED TO YOU.

*REFEREE (EMPLOYER) NAME:

ADDRESS:

POST CODE:

TEL :

* Will not be contacted without your approval

PLEASE GIVE FULL DETAILS OF PAST WORK EXPERIENCE WHICH WOULD ASSIST YOU IN THE POST FOR WHICH YOU ARE APPLYING, MAKING REFERENCE TO THE PERSONAL SPECIFICATION SET OUT IN THE JOB DESCRIPTION:

STATE BRIEFLY WHY YOU THINK YOU COULD SUCCESSFULLY CARRY OUT THE DUTIES OF THE POST LISTED IN THE JOB DESCRIPTION:

PLEASE ATTACH TO THIS APPLICATION A FULL AND CURRENT C.V.

I hereby confirm that the particulars given above and in the attachments to this application are true and correct to the best of my knowledge and that I have not canvassed any member or Officer of the Thornbury Town Council in relation to the appointment I now seek.

Signature:

Date:

Please return completed application form to:

The Town Clerk
Thornbury Town Council
Town Hall
35 High Street
Thornbury
Bristol. BS35 2AR

Or

Email: clerk@thornburytowncouncil.gov.uk

THE CLOSING DATE FOR APPLICATIONS IS WEDNESDAY 12 APRIL 2017

If shortlisted, interviews will be held on 19 or 20 April.

Please indicate whether you would be available for interview on:

19 April or 20 April

Other dates when you would be available:

If you have any additional needs or requirements for you to be able to attend for interview, please inform us about these below: