



Buckingham Town Council

## JOB VACANCY

# Grounds Maintenance Person

**Full Time 37 Hours per week**

**SCP 7-12: £25,584 - £27,711 (£13.26 - £14.36 per hour)**

Depending on experience and qualifications

We have an exciting opportunity for someone to join our Greenspaces team to assist the Town Council with the upkeep of its open spaces and properties.

Buckingham Town Council manages parks, play areas, the cemetery and other assets within the town. This is a varied role which includes with both grounds and property maintenance.

We are looking for an enthusiastic person with good practical skills for this largely outdoor role. A background in landscaping or horticulture is desirable, but not essential, as training will be given, but a full driving licence is essential.

The main tasks will include:

- Maintaining and repairing the Town Council's parks and green spaces, properties and assets.
- Carrying out ground's maintenance and horticultural tasks, including the use of machinery for hedge cutting and grass cutting.
- Carrying out maintenance and burial duties at the cemetery.
- Help in setting up, running and clearing Town Council events including assisting in the implementation of road closures.
- Dealing with queries from members of the public in a polite and helpful manner.

The role is a full-time position, and there are times when flexibility is required due to events as well as some weekend work. Due to the nature of the role, all grounds maintenance staff are subject to health surveillance to ensure they are physically able to complete their duties.

The Council offers membership of the generous Local Government Pension Scheme.

Buckingham Town Council is an Equal Opportunities Employer.

For further information or an informal discussion about the post, please contact the Estates Manager Lee Phillips on 01280 816426.

The application form should be completed in full, and shortlisting will be based on the information provided on the form. CVs will not be accepted. Application packs are available from [www.buckingham-tc.gov.uk](http://www.buckingham-tc.gov.uk) or by calling 01280 816426 and should be submitted either by post to:

**Private and Confidential** – Estates Manager

Buckingham Town Council

Buckingham Centre

Verney Close

Buckingham

MK18 1JP

or by email to: [Greenspaces@buckingham-tc.gov.uk](mailto:Greenspaces@buckingham-tc.gov.uk)

**Closing Date for Applications: Wednesday 29<sup>th</sup> January 2025 at 11am**

# Job Description

**Post Title:** Ground Maintenance Person

**Accountable to:** Estates Manager

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## Job Purpose:

- To become a member of the Greenspaces Team to maintain Town Council parks, green spaces, properties and assets.
- Assist in carrying out burial duties and other work at the cemetery.
- Carry out ground's maintenance and property maintenance work throughout the town.
- Support the running, setting up and clearing of Town Council events.

## Key Duties will include:

### 1. Maintenance

- Carry out repair and maintenance duties in Buckingham and Town Council property within the town including play areas and street furniture where appropriate.
- Carry out regular inspections of Town Council owned land, facilities and property, reporting any defaults to the Estates Manager
- Undertake Grounds maintenance tasks as required, including; grass cutting, waste collection, watering of hanging baskets and planters in the summer months and maintaining flower and shrub beds.
- Use a range of horticultural equipment including ride on mower (training will be provided).
- Maintain Council equipment and storage areas in a clean and orderly manner.
- Carry out maintenance work on the highways when required.
- Occasional seasonal weekend work in the parks will be required.

### 2. Cemetery

- Carry out general maintenance and grounds keeping works at the cemetery.
- Undertake grave digging and burial duties when required.
- Deal empathetically and sensitively with bereaved families and members of the public whilst carrying out works at the cemetery.
- Assist with an ongoing programme for the safety testing of memorials in the cemetery.

### 3. Events

- Support the running, setting up and clearing of Town Council Events.
- Assist in the implementation of road closures, including the setting up of signs, barriers and traffic management for town events.
- Occasional Weekend and out of hours work will be for some events.

#### **4. General**

- To ensure compliance with the Council's Health and Safety Policy at all times.
- Deal with the public in a professional, polite and helpful manner.
- Driving council vehicles and possess an up-to-date valid UK driving licence at all times.
- Maintain relevant competencies and equipment certifications in according with training / equipment use requirements and attend training courses as required.
- An enhanced DBS check will be required for this role.
- Regular working hours are Mon-Thurs 8am-4:30pm Fri 8am-4pm. Additional hours will be required including weekend working as required.
- Any other duties as the Council may reasonably require from time to time.

## Person Specification

**Post Title:** Grounds Maintenance Person

**Accountable to:** Estates Manager

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>• Relevant experience in landscaping, grounds maintenance, building maintenance or a similar role.</li> </ul>	Application form, Interview and References.
<b>QUALIFICATIONS / TRAINING</b>	<ul style="list-style-type: none"> <li>• Full UK Driving Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety.</li> <li>• Signing and Lighting</li> <li>• ROSPA Playground Inspections.</li> <li>• Grounds Maintenance.</li> <li>• 360° Excavator training.</li> <li>• Good level of education, including grade 4-9 (A-C or equivalent) in Maths and English GCSE.</li> </ul>	Application form and Interview.
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Ability to use or be trained in the use of a wide range of grounds / building maintenance equipment.</li> </ul>		Application form and interview.
<b>DISPOSITION / ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Reliable and able to work autonomously.</li> <li>• Happy working in an outside environment.</li> <li>• Able to carry out physically demanding work</li> <li>• Able to work effectively as a part of a small team</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and organisational skills.</li> </ul>	Interview and references.
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexibility to work when required, evenings, weekends and bank holidays.</li> <li>• Requirement to carry out grave digging and burial duties at cemetery.</li> <li>• Successfully pass an enhanced DBS check.</li> </ul>	<ul style="list-style-type: none"> <li>• Trailer classification on Driving Licence</li> </ul>	Application form, interview and DBS Check.