

Job Description

Post Title: Ground Maintenance Person

Accountable to: Estates Manager

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