

UCKFIELD TOWN COUNCIL



- POST TITLE:** Head Groundsman
- DEPARTMENT:** Grounds Maintenance
- HOURS:** 37 hours per week including, one weekend in four.
- PURPOSE OF JOB:** To manage the provision, maintenance and development of a wide range of amenity land, open spaces, woodland, cemetery and other natural and built facilities. To oversee contracts from third parties for associated works.
- PLACE OF WORK:** Victoria Pleasure Ground and at other locations as required.
- REPORTS TO:** Estates & Facilities Manager.

DUTIES AND RESPONSIBILITIES:

The Head Groundsman will be required:-

1. To manage and motivate Grounds staff to ensure they are adequately briefed to enable them to undertake work in a correct, safe and timely manner, including:-
 - identifying training and development requirements to continuously improve their technical skills,
 - carrying out annual appraisals of staff.
2. To oversee the work of contractors to ensure their work is carried out in a correct, safe and timely manner and to a satisfactory standard.
3. To have a good working knowledge of a variety of areas of amenity management, horticulture and arboriculture in order to:-
 - maintain and prepare sports pitches including fine turf areas to a consistently high standard,
 - maintain allotments and ensure the correct procedures are reported and recorded,
 - implement and maintain floral displays and shrub borders.

- carry out minor arboricultural works and assist the Town Council Ranger in the maintenance and conservation of woodland and nature reserves,
 - assist in the maintenance of local nature reserves and other conservation areas in conjunction with the Ranger and volunteers,
 - carry out the necessary works for interments, including some grave digging, at Snatts Road Cemetery and the maintenance of Holy Cross Closed churchyard.
 - establish an annual programme of works for all responsibilities under the control of the postholder,
 - liaise effectively with clubs, end users and other visitors to the Council's facilities.
4. To assist in the setting of appropriate budgets and ensuring the cost effective delivery of services within allocated budgets.
 5. To monitor the use of consumable items and spares and make arrangements for their replenishment.
 6. Every fourth weekend to be responsible for the safety of sports pitches and Luxford Field, including the removal of litter and glass. (One hour Saturday and one hour Sunday)
 7. To ensure the clearance of litter, weeds etc. from all areas is carried out, including designated footpaths and that all bins are maintained.
 8. To maintain seats, shelters, notice boards and other street furniture as directed.
 9. To regularly inspect and maintain all playground equipment and safety surfaces to ensure that they are safe for use, including the accurate and timely completion of all maintenance and reporting procedures and records. To programme the necessary repainting, repairs and replacement of equipment and surfaces.
 10. To ensure all vehicles, plant and equipment used are regularly maintained in accordance with routine operating requirements, including the completion of records.
 11. To monitor facilities, plant and equipment to ensure safe working practices and compliance with health and safety regulations, and to maintain the correct reporting/maintenance system.
 12. To understand the relevant health and safety regulations and their applications including:-
 - promoting safe working practices at all times.
 - ensuring safe and secure storage of materials and equipment.

- 13.** Under the health and safety guidelines issued by the Town Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council.
- 14.** To adhere at all times to the policies and instructions of the Council.
- 15.** The job activities quoted above are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the principal duties and therefore the postholder will be required to undertake any other duties that may be required appropriate to the grade and designation of the post.

PERSON SPECIFICATION – HEAD GROUNDSMAN

	Essential Criteria	Desirable Criteria
Key Skills and Abilities	A full valid UK driving licence and practical experience of various associated machinery including tractors. Excellent people management skills. Forward thinking and an ability to plan ahead.	ICT literate
Education and Qualifications	Current chainsaw certification. Current certificates of competence for pesticide application	First Aid at Work. NVQ/SVQ Level 2 Sports Turf Maintenance or equivalent
Knowledge	Thorough understanding of relevant Health and Safety legislation.	Knowledge of manual handling and risk assessment.
Experience	A sound knowledge and good experience in managing a team responsible for the development and maintenance of grounds.	
Personal Attributes	Good interpersonal and customer care skills. Ability to work in a team. Ability to use one's initiative appropriately. A flexible approach to work and working hours. Self motivated and a positive attitude.	
Other	Ideally we are looking for someone with good organisational skills who is able to work well under pressure.	