

UCKFIELD TOWN COUNCIL

POST TITLE:	General and Grounds Maintenance Person
DEPARTMENT:	Grounds
HOURS:	37 hours per week including weekend work on a one-in-four rota basis.
PURPOSE OF JOB:	Principally, and in conjunction with others, to maintain the Town Council's outside areas for the benefit of the residents of the Town.
PLACE OF WORK:	Victoria Pleasure Ground, Uckfield
REPORTS TO:	Head Grounds person

DUTIES AND RESPONSIBILITIES

1. Knowledge of cricket and football pitch maintenance to enable correct maintenance and marking out of sports pitches.
2. Grass cutting of open spaces and play parks.
3. To assist in the preparation of burial and ashes plots.
4. Planting and maintaining the flower and shrub borders including pruning.
5. Arboricultural knowledge for small tree works and woodland management.
6. To assist in the maintenance and repair of public seats, shelters fences, notice boards and signs and the Council's machinery, reporting any major repair that may be required.
7. To regularly inspect, record and maintain all play equipment and safety surfaces to ensure that the equipment is safe and fit for use. To paint with specified safety paint the play equipment as required and to report any defective equipment and prevent its further use until full repairs can be made.
8. To ensure the clearance of litter, weeds etc. from play areas, recreation grounds, open spaces, allotments etc.
9. To keep designated footpaths/twittens free of litter and vegetation.
10. Hedge cutting and leaf clearance.
11. Every fourth week-end to be responsible for the Town Council's outside areas (One hour per day)

12. 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.
13. Adhere at all time to the policies and instructions of the Town Council.

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.

Therefore the postholder will be required to undertake any other duties that may be required appropriate to the grade and designation of the post.

You are required to wear a uniform and protective clothing where appropriate, all of which will be provided.

**PERSON SPECIFICATION – GENERAL AND GROUNDS MAINTENANCE
PERSON**

	Essential Criteria	Desirable Criteria
Key Skills and Abilities	Pro-active with an ability to work on their own or as part of a small team. Able to organise personal workloads and use their own initiative.	
Education and Qualifications	Good general education.	Current certificates relevant to the post.
Knowledge	Sound knowledge of health and safety issues. Knowledge of all aspects of amenity horticulture and grounds maintenance.	
Experience	Previous experience of the duties required by the post including use of power tools, grounds equipment and vehicles.	Working with the public and a good level of customer care.
Personal Attributes	Full, clean driving licence. A flexible approach to both physical work and policy promotion. Self motivated with a positive attitude. To be in good health and physically fit to undertake year-round outdoor work. A flexible approach to work and working hours.	Driving licence category BE for trailers.
Other	Ideally, we are looking for someone with a good work ethic and attitude who is versatile, pro-active and able to deliver consistently high standards.	