

Swaffham Town Council
Job Description and Person Specification for the post of Grounds person

JOB DESCRIPTION – GROUNDS MAINTENANCE PERSON

Overall Responsibilities

To undertake a range of duties within Swaffham, providing high quality and responsive services that improve the environment.

The Grounds Maintenance person will work with the Grounds Maintenance Team and tasks will be allocated by the Works Manager and/or Town Clerk.

The Grounds Maintenance person will be required to work in all areas owned and/or maintained by the Council throughout the Town.

Salary

Starting salary at the national minimum wage, then SCP 5 £21,575 from 1 April 2025.

Hours of Work

The Town Grounds person will work 37 hours per week,
Monday – Thursday, 7:30am-4pm and Friday, 7.30am-12.30pm

Occasional weekend working will be required by prior arrangement

Specific Duties

1. Grounds Maintenance

- Removal and control of weeds, moss and other vegetation
- Cutting back vegetation overhanging roads and footpaths
- Hedge trimming
- Pruning bushes and trees
- Strimming and mowing of grass
- Clearance of litter
- Seed graves and level off sunken graves
- Gritting and snow clearance
- Litter picking and removing fly posters and graffiti
- Clean public toilets in emergencies

2. Street Furniture Maintenance

- Cleaning, re-painting and minor repairs of bus shelters, notice boards, benches, picnic tables.
- Staining and painting street furniture, play equipment etc.
- Erecting signs and noticeboard
- Installing benches and bins

3. Health & Safety

- Safety checks of playground equipment and area
- Gritting and snow clearance
- Supplied P.P.E. must be worn at all times
- Report any faults, safety defects in the Town to the Works Manager or Town Clerk

4 General

- To work within supplied risk assessments and safety requirements, completing any necessary documentation
- To attend any training necessary for the role
- To liaise closely with line manager and staff & attend meetings as necessary
- Advise Works Manager on the purchase of maintenance equipment and supplies
- Maintain a record of equipment used so regular servicing of tools and equipment can be scheduled
- Comply with Health and Safety Regulations and Council policies and procedures
- To provide, as part of the Grounds Maintenance Team, annual leave cover to the Market Superintendent
- To undertake any other duties as assigned

PERSON SPECIFICATION

CATEGORY	CRITERIA	ESSENTIAL	DESIRABLE
Education, qualifications and achievements	Good general standard of education	√	
Work	Experience of grounds maintenance		√
	Experience of operating light and heavy equipment including mowers, strimmer's, hedge cutters and other landscaping machinery		√
	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.		√
	Knowledge of gauges, dials, or other indicators to make sure a machine is working properly.		√
Organisational Skills	Ability to prioritise workload and maintain varying deadlines	√	
	Ability to identify and respond to unexpected events and opportunities	√	
	Ability to work calmly to deadlines under pressure	√	
Communication Skills	Assertive, tactful & diplomatic	√	
	Experience of achieving agreement and minimizing conflict	√	
	Experience of relating to people at all levels	√	
	Ability to project positive image of the Town Council and local community	√	
	Ability to work as part of a team	√	
	Experience of writing and presenting accurate reports		√
Personal qualities and attributes	Ability to work professionally and on own initiative	√	
	Physically fit and able to lift and move large objects/materials around	√	
	Full driving licence	√	
	Commitment to and understanding of Health & Safety regulations and practices	√	
	Ability to follow instructions	√	