



Job Description – Parish Grounds/General Maintenance Person

POST TITLE:	Parish Grounds/General Maintenance Person
HOURS OF WORK:	25 hours per week – ideally 5 hours per day Mon – Fri (working between 8am – 5pm)
JOB PURPOSE:	To undertake a range of grounds and general maintenance tasks across Hughenden parish
REPORTING LINE:	Deputy Clerk
RATE OF PAY:	£19,171 - £23,836 pro-rata and dependant on experience

Overall Responsibilities

To undertake a range of duties within Hughenden Parish, providing a high quality and responsive service ensuring that all work is carried out in a safe manner.

The Parish Groundsperson will work with the Deputy Clerk/Parish Clerk and tasks will be allocated by the Deputy Clerk. Duties to be carried out in an efficient and effective manner.

Specific Duties

1. Grounds Maintenance

- General shrub maintenance at the council offices
- Daily litter picking at council playgrounds, Garden of Rest and council offices including the removal of glass and dog faeces
- Gritting and snow clearance of council offices and car park
- Weed control activities where required
- Graffiti Removal as required

2. Street Furniture Maintenance

- Inspecting, cleaning, re-painting and minor repairs of bus shelters, notice boards, and benches
- Staining and painting street furniture and fences
- Erecting signs and keeping noticeboards up to date
- Installing benches and bins where required

3. Health and Safety

- Weekly safety inspections of council owned play areas
- Condition checks of all taps in council allotments
- Comply with all Health and Safety Regulations
- Wear PPE and Safety Footwear at all times

4. Administrative

- To attend any necessary training for the role
- To work within supplied risk assessments and safety requirements
- To maintain a diary of tasks, noting key points and adhering to deadlines
- To liaise closely with line manager and attend meetings as necessary

5. General

- To carry out minor repairs around the parish as required
- Removal of unauthorised signage including charity event signage and flyers
- Inspect overgrown hedges
- To undertake any other duties as deemed necessary by the Parish Council

Hughenden Parish Council is an equal opportunities employer.

Person Specification

CATEGORY	CRITERIA	ESSENTIAL	DESIRABLE
Work Experience	Experience of grounds maintenance	✓	
	Experience of operating light equipment including mowers, hedge-cutters and other landscaping machinery	✓	
Knowledge	Knowledge of machines and tools, including their designs, uses, repair and maintenance	✓	
Organisational Skills	Ability to prioritise workloads 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 and diplomatic	✓	
	Experience of dealing with the public	✓	
	Ability to work as part of a team	✓	
	Experience of writing 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 Clean Driving Licence	✓	
	Commitment to and understanding of Health and Safety regulations and practices	✓	
	Ability to follow instructions	✓	