

Fordingbridge Town Council (FTC) Job Description Grounds Operative

Job Designation	Grounds Operative: Full Time
Salary	£22,369-£24,496 LC1 (SCP 7-12) Overtime payable where due
Location	Fordingbridge Recreation Ground, Ringwood Road, SP6 1AN
Reports to	Town Clerk
Line Manager	Town Clerk

Main Purpose of Job	To ensure the safe and appropriate maintenance of the Recreation Ground, Brownsey's Field and the Recreation Ground buildings and facilities whilst promoting good environmental practices throughout.
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Main Duties and Responsibilities:	
<ol style="list-style-type: none"> 1. Undertake duties as required within a work programme that ensures the Recreation Ground and its properties and facilities are suitable for public access and enjoyment. 2. Undertake maintenance tasks within the Recreation Ground, its properties and facilities including minor repair work, painting, general maintenance to ensure a high standard of public service is always provided. 3. Undertake routine grounds maintenance work of playing surfaces and landscapes as required and directed by the line manager, to include all preparatory and cultivation work to maintain safe, quality playing surfaces. 4. Prepare for use, all sports pitches, the whippet track, skatepark and other amenity surfaces, including the marking out of surfaces and setting up of equipment as required. 5. To carry out and record weekly safety inspections of the Recreation Ground and its play areas to ensure public access is safe and take corrective action as necessary where appropriate. 6. Maintain and inspect the paddling pool. Seasonal filling and cleaning. 7. Cleaning, inspection and maintenance of the Pavilion changing facilities and prepare for use by hirers. 8. Daily clean, inspection and maintenance of The Riverside Kiosk toilets and prepare for use. Locking of the toilets at the end of the day. 9. Locking of the car park at end of day 10. To carry out regular daily duties including tasks such as litter picking, cleaning and emptying bins. 11. Tasks will include use of appropriate machinery / equipment commensurate with the maintenance of the Recreation Ground e.g., strimmer's, mowers, hedge cutters, chain saws etc. 12. Take corrective action on mechanical defects or breakdown of equipment. Inform the Line Manager as appropriate. 13. Drive vehicles and equipment for grounds maintenance operation following procedures to ensure the safe use and operation of all equipment and machinery used in grounds maintenance. 14. Undertake necessary training as required to operate machinery / equipment. 15. Responsibility for ensuring personal protective equipment is adequate for purpose. 16. Promote environmental good practice by taking positive steps to minimise damage to the environment and disturbance to habitats. 17. Record incidents / accidents which may occur on FTC areas and follow the relevant policy. 18. Assist with the staging of events on the Recreation Ground including setting up and dismantling of equipment and stewarding as necessary. 19. Establish and maintain effective working relationships with the Line manager, FTC Staff, FTC Councillors and users of the Recreation Ground. 20. Undertake other appropriate duties as required by the Line Manager commensurate with the grade of the post. 21. At all times to observe best Health and Safety at work practices. 	

22. To work on their own initiative, unless given specific instructions by the Line Manager to carry out work required by the FTC or resulting from emergencies.
23. Keep a weekly time sheet of date, work/task achieved, time spent and a record of expenses etc. Copies to be deposited with the Line manager on a weekly basis.

Other Requirements

The hours of work will be 37 hours per week on a permanent contract. Monday to Friday
You will be required to work every other Sunday 2-3hrs and every other Bank Holiday 2-3hrs (alternating with the second FTC Grounds Operative)

In addition, you may be required to work out of hours for emergencies or other FTC activities including providing holiday and sick leave cover.

There is an optional choice of rent-free accommodation forming part of the employment package.

The post is of a physically demanding nature for which manual handling assessments will be completed. The post holder must be able to undertake such physical tasks as indicated within this job description.

You will be expected to undertake any training and development appropriate to the current and future needs of the post.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder.

The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health & Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

FTC is an Equal Opportunities Employer and has equal opportunities policies with which you are always expected to comply. FTC condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of FTC should have an awareness of community, safety and consider any community safety implications within their own area of responsibility.

Job Title: Grounds Operative		Grade: TBC		
Category	Essential	Desirable	weight	Assessment method
Physical Make Up	Capable of carrying out all the physical duties of the post with reasonable adjustment if necessary		3	Application form, interview & References
Skills & Abilities	Good oral, literacy and numeracy skills		2	
	Good time management skills		3	Interview
	Ability to work with others and without supervision.		3	Interview
	Ability to respond to occasional out of hour emergencies and work some weekends.		3	Interview
	Ability to prioritise own work load		3	Interview
	Ability to remain calm and focussed under pressure		3	Interview
	Hard working and tidy with attention to quality and detail		3	Interview
Knowledge & experience	Understanding of health & safety at work & ability to work safely		3	Application form, interview & certificates
	Ability to undertake Risk assessments		3	Application form, interview & certificates
		Experience of pitch maintenance including marking up pitches	2	Application form, interview & certificates
	A competent machinery operator, to operate & maintain grass cutting & other mechanised equipment	LANTRA – Use of ride-on mowers LANTRA Brush cutter use and Maintenance		Application form, interview & certificate
Qualifications and Training		Possess a suitable qualification in grounds keeping or Amenity Horticulture (City and Guilds or NQV level 2 or above), or similar or be able to demonstrate at least 5 years relevant experience.	2	Application form, interview & certificate
		NPTC Certificate PA1 and PA6 including plant, pest and disease identification	2	Application form, interview & certificate
Other Requirements	Full Driving Licence	Qualification to tow a trailer	3	Application form, interview & certificates

Personal Qualities	Friendly, approachable and presentable manner, with the ability to communicate effectively with people at all levels		3	Application form & interview
	A flexible and enthusiastic approach to all matters		3	Application form & interview
	A willingness to undertake training		3	Application form & interview
Weight scale*	3 High Impact (essential only)	2 Medium Impact (Essential or desirable)	1 Low impact (desirable only)	

**Fordingbridge Town Council
Schedule of Works**

This schedule of works is indicative only of the type and range of responsibilities and functions attached to the post.

It is not a definitive list and maybe amended, in consultation with the post holder, at any time in the future.

- To work under the general direction of the Line Manager (Town Clerk) to carry out the programme of works as designated by the Council.
- To work 37 hours per week, normally Monday to Friday, but to include some weekend work at other times as will be agreed with the Line Manager.
- To cover for the second Grounds Person in their absence, subject to the limitation of agreed working hours.

Recreation Ground Car Park

Daily

- To inspect the car park and ensure that any litter, vandalism or fly tipping are removed or reported.
- Bins to be emptied as required.
- Drains to be checked for blockages on a regular basis, to ensure that the car park surface remains well drained during wet spells and to ensure that the car park surface remains free of damage and potholes to ensure public safety.
- To open the car park gates at the start of day and lock at end of day.

Recreation Park

Daily

- To inspect the play areas and adult exercise equipment to ensure that the play/exercise equipment/playground surfaces/fences/gates are safe for use by the public. To remove any litter (especially broken glass), vandalism and fly tipping or report to the Line Manager for action.
- To inspect the park and litter pick and fill any rabbit holes etc. (as required) to ensure that the grass surface remains safe for users.
- To check that the skate park surfaces are kept in a good state of repair and report any defects to line manager for action.
- Check that the flood lighting is operational and report any faults to the Line Manager.

As required

- To prepare the Football/Rugby pitch for matches and ensure that Football/ Rugby pitch line markings are in place throughout the relevant season.
- To prepare the whippet racing track for use and undertake any reparatory work as required.

Weekly

- During the growing season or as required at other times, to ensure that the grass is kept cut.

Annually (or as required)

To ensure that the hedges remain cut and that the Pavilion, all the benches, bins, fences, gates and the car park barrier remain in a good state of repair and are stained/painted each year.

The Pavilion Changing Facilities

As required

- To ensure that the Pavilion is ready for use by hirers and remains clean and in a good state of repair. Report any defects to Line Manager.

Kiosk Toilets

Daily

- To clean and maintain the toilet facilities and restock with toilet paper and hand soap. Report any defects to the Line Manager.

Paddling Pool (Seasonal opening June-September)

Perform daily pre-opening checks:

Ensure area is clean and free from obstacles.

Water chemistry is safe and treatment and equipment is operational.

Maintain daily records and log book.

Respond appropriately to adverse incidents that may affect the health and safety of users.

Workshop

Monthly/ Quarterly/As required

- Check, maintain and operate all tools, equipment, machinery and safety equipment and ensure that these remain in a good state of repair. To notify the Line Manager of any matters arising that require further action.
- NB. GROUNDSMEN TO USE AND WEAR THE RELEVANT PERSONAL PROTECTIVE EQUIPMENT.
(PPE) IN ACCORDANCE WITH THE MANUFACTURER'S GUIDANCE/INSTRUCTIONS, WHEN USING ANY TOOLS, EQUIPMENT AND MACHINERY.
- Quarterly or as needed if used Check and restock First Aid Box.
- Annually – to update and provide to the Line Manager a Tool Shed Inventory.
- Safe Storage of Accident/Incident File- Record all Accident incidents as per FTC Policy.