

## **BRAUNSTONE TOWN COUNCIL**

### **JOB DESCRIPTION**

**JOB TITLE:** Assistant Groundsperson

**GRADE:** NJC Scale 8 – 11

**RESPONSIBLE TO:** Deputy Chief Executive & Community Services Manager  
(Day to day supervision by the Senior Groundsperson)

**RESPONSIBLE FOR:** N/A

**PURPOSE OF JOB:** Under the direction of the Senior Groundsperson to assist in the maintenance of the Council's Parks, Open Spaces, Civic Centre Grounds and Gardens, Play Areas and buildings.

**KEY RELATIONSHIPS:** Senior Groundspersons, users of the Council's parks, open spaces and facilities.

#### **MAIN DUTIES:**

1. Seasonal tractor driving, grass cutting and hedge flail, etc.
2. Pesticide application.
3. Regular maintenance of the bowling green surrounds when required.
4. Weekly safety checks on playground safety surfaces and equipment.
5. Strimming/hedgecutting etc.
6. Assisting with the implementation of the Council's Summer and Winter Maintenance Programme.
7. The upkeep of all Council buildings, fences, tools, machinery etc.
8. Ensuring that safe working practices are adopted at all times in accordance with the Council's Health & Safety at Work Policy.
9. Assisting with any other duties that the Deputy Chief Executive & Community Services Manager may require.
10. To attend occasional staff meetings/training sessions outside your normal hours of work.
11. Litter picking as and when required with a minimum of one litter pick per week.

12. To assist at occasional Town Council organised events which are held on the Council's parks.
13. Keyholder, being responsible for emergency call outs.

**SALARY/TERMS OF EMPLOYMENT :**

Employed within a salary scale which covers NJC Spinal Column Point Range 8 – 11

All other terms and conditions in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (The Green Book). The employment will be subject to a probationary period of six months' satisfactory service. Payment of salary by bankers transfer - monthly in arrears.

Braunstone Town Council is an Equal Opportunities Employer

<b>PERSON SPECIFICATION – ASSISTANT GROUNDSPERSON</b>			
<b>KEY JOB REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING MECHANISM</b>
<b>QUALIFICATIONS</b> Good general education	✓		Application Form
NVQ, BTEC National Diploma, City & Guilds National Certificate, or other, relevant to Grounds Maintenance		✓	Application Form
<b>EXPERIENCE</b> Previous experience in a similar role		✓	Application Form
<b>KNOWLEDGE</b> Holder of, or willingness to train, for M.A.F.F. recognised certificate of competence for the handling and safe use of pesticides (required in accordance with the Control of Pesticides Regulations 1986)	✓		Application Form/Interview
Knowledge of health and safety and equal opportunities requirements in a public service/customer focused environment	✓		Interview
<b>SKILLS</b> Ability to carry out grounds maintenance, minor building repairs, painting etc, and the use of relevant equipment/machinery		✓	Application Form
Competent Tractor Driver and experience of using ride-on mowers		✓	Interview
Knowledge of bowling green maintenance		✓	Interview
Knowledge of manual handling and completion of risk assessments		✓	Interview
Excellent communication and interpersonal skills	✓		Interview
Ability to work effectively as part of a small team	✓		Interview
<b>PERSONAL QUALITIES</b> Adaptable approach and willingness for continuous learning	✓		Interview
Heavy lifting and agility is an essential element of the work in this post	✓		Interview/Occupational Health Medical Form
Reliable, with commitment to a flexible working hours pattern to meet the demands of the service	✓		Interview
<b>OTHERS</b> Holder of a Full Clean Driving Licence	✓		Application Form
Willingness to work at any of the Town Council's Premises.	✓		Interview

22nd April 2021  
(Manager title update: 13th January 2022)