

Laceby Village Council

Job Description

Job Title	Groundskeeper
Based at	Laceby Cemetery
Reporting to	The Clerk
Hours per week	16 hours per week
Working year	From 1 st March to the 31 st December each year
Salary	National Minimum Wage

You will be employed by Laceby Village Council in the role of Groundskeeper. You will be happy working alone in all weathers, and enjoy working outdoors. At times the role is physically demanding and will include lifting, moving, and handling equipment. You should have an interest in grounds maintenance, and be willing undertake any necessary training and development.

Overall Responsibilities:

- To take responsibility for the upkeep of the Councils' public areas to a high standard.
- To foster and maintain good relations with the general public and contractors.
- To undertake any training as required.
- To undertake any jobs as deemed appropriate which are within the capabilities of the post holder.
- To be fit, willing and able to carry out a regular programme of works with the ability to work diligently and efficiently.
- To be aware of your responsibilities under Health and Safety Law, taking reasonable care of yourself, and members of the public at all times whilst you are at work. You should be familiar with the process of risk assessment, comply with safe systems of work, and actively promote a safety culture whilst at work.

Laceby Cemetery Responsibilities

- To always maintain the grass to an acceptable level.
- To strim inside kerbed graves and around headstones where necessary
- To use the grass box for the collection of grass in the New Garden of Rest and around the War Memorial.
- To ensure that all internal hedges and bushes are neatly trimmed, and strim along the hedge bottoms when necessary.
- To ensure the gravelled areas are kept weed free either by push hoeing or by use of an approved weedkiller.
- To keep the edges of the drive straight and tidy.
- To report any instances of vandalism or wilful damage to graves, headstones, or equipment.
- Using petty cash, purchase and safely store petrol required for the equipment.

Allotment Responsibilities

- To maintain the grassed footpaths by strimming and mowing as necessary.
- To ensure the hardstanding area (car park) is kept weed free.

St Francis Grove Play Area Responsibilities

- To maintain the grass surrounding the play area to an acceptable level by mowing and strimming as required.
- To maintain the laurel hedgerow at an acceptable level and to trim below the hedgerow as required.
- NB – this does not include the bank area near the slope of Victoria Park, which is the responsibility of NELC to maintain.

Health and Safety

- To carry out visual condition check of all public areas and reporting any concerns.
- To ensure risk assessments in place prior to work taking place.
- To carry out a pre-use visual safety inspection, and the day to day maintenance of machinery and daily checking of oil levels/grease.
- To ensure that the equipment supplied by the Village Council is kept in a good state of repair, inspected regularly, maintained, and stored safely.
- Immediately reporting any faults or concerns with equipment.
- To be aware and physically able to work safely in areas of public occupation including working at heights and near the drive.

Administrative Duties

- To maintain a weekly timesheet.
- To complete any appropriate paperwork regarding checks made to equipment.
- To attend any required training for the role.
- To submit monthly petty cash claims for petrol for the mower.

General

- To adopt necessary measures to enable you to work outdoors in a variety of weather conditions to ensure jobs are completed.
- To assist with event management, including marshalling duties on Remembrance Sunday.
- Always adhere to the policies, procedures, and instruction of the Council.
- To be competent in the use of a range of grounds equipment and to undertake any further training required for new or unfamiliar equipment.
- To deliver newsletters as required.
- Undertake any reasonable duties as required.

PERSON SPECIFICATION: GROUNDSKEEPER

	ESSENTIAL
Educational qualifications	<ul style="list-style-type: none"> • Good level of literacy and numeracy skills • Working knowledge of health and safety regulations relative to work area, e.g. risk assessment, manual handling
Previous work experience	<ul style="list-style-type: none"> • Proven experience in a similar environment • Hands on Grounds work experience • Ability to complete work to deadlines • Ability to inspect equipment and record findings
Skills	<ul style="list-style-type: none"> • Good communication skills • Good organisation and planning skills • Good customer care skills • Flexible approach to challenging situations e.g. complaints
Personal attributes	<ul style="list-style-type: none"> • Willingness to undertake training for specific work responsibilities • Self-motivated, adaptable, and flexible • Reliable, honest, and trustworthy • Ability to identify work priorities and manage own workload, • Well organised, able to plan ahead, not deterred by unexpected situations • Ability to work co-operatively as part of a team
Motivation	<ul style="list-style-type: none"> • Able to maintain good relationships with Councillors, contractors and the public • Self-reliant and self-motivated • Willingness to undertake essential training