

SPROWSTON TOWN COUNCIL
JOB DESCRIPTION

Post:	Grounds Maintenance Person
Contracted Hours:	37 per week (Mon-Thu 8.00am-4.30pm, Fri 8.00am-4.00 pm, with 1 hour for lunch breaks)
Salary:	SCP 11-17, £24,054 - £26,845
Leave Entitlement:	22 days + 2 Statutory days (+3 days after 5 years) +Bank Hols
Accountable to:	Head Groundsman

OVERALL RESPONSIBILITY

Undertake horticultural and grounds maintenance works in public parks, playing fields, play areas, landscaped areas, cemeteries, allotments, public open spaces, and grass verges, throughout Sprowston under the general direction and supervision of the Head Groundsperson. In addition, to dig or assist in the digging and backfilling of graves. To carry out minor items of building maintenance and decoration. At all times to conduct oneself in a professional and courteous manner that reflects well on Sprowston Town Council.

SPECIFIC RESPONSIBILITIES

1. To generally maintain all grassed areas at Council's sites across Sprowston, including; Sprowston Recreation Ground, Sprowston Cemetery, St. Mary & Margaret's Churchyard, Barkers Lane Playing Field, Sparhawk Park, Blue Boar Lane Open Space and Church Lane Allotment Site, plus any other areas as may be acquired in future. Also sports pitches at Sprowston Recreation Ground. Such duties to include the preparation, repair and marking of sports areas, erection and dismantling of sports and other equipment.
2. To cut, prune, plant and maintain all hedging, trees, plants and shrubs on and surrounding Council's sites and maintain any hard landscaping as necessary.
3. To undertake, as may be practicable and within your skills and experience, the minor repair of all fences, seats, buildings, notice boards and signs and to arrange for minor repairs to be carried out, as directed by the Town Clerk.
4. To carry out general maintenance at Council's public spaces and landscaped areas such as at Cannerby Lane, Post Mill Close, Cottage Plantation, Windsor Park Gardens, Manor Reach, Wilks Farm Drive and any other areas that may come under control of Council.
5. To ensure all equipment and machinery used, included powered hand tools and light plant, is kept in a good state of repair and is never used in such a way as to endanger either the general public or the operator or other employees.
6. To courteously and safely challenge any members of the public behaving inappropriately in or on Council's public facilities or open spaces. To report any such incidents to the Head Groundsperson, or in their absence the Town Clerk.
7. To dig graves and attend on funerals at Sprowston Cemetery and St. Mary & St. Margaret's Churchyard as directed by the Head Groundsperson.
8. To supervise all contractors entering the Cemetery to lay or repair any memorial and to ensure that no memorial is placed in the Cemetery except in accordance with the Council's "Rules of Management" and prior to payment of the fees due to the Council.
9. To advise the Town Clerk or the Administrative Officers of any memorials placed in the Cemetery, or any modifications to existing memorials, or unauthorised planting, carried out without written approval.

10. To assist relatives, visitors and tradesmen visiting the Cemetery to locate graves and to ensure that proper decorum is observed by all persons at all times and prevent children under 12 years remaining within the Cemetery and Churchyard except under the care of a responsible adult.
11. To ensure persons bringing dogs into the Cemetery, Parks and Public Open Spaces keep them under proper control at all times.
12. To prevent the entry of all motor vehicles to the Cemetery other than for the purpose of funerals and the erection and maintenance of memorials, or for disabled visitors.
13. To remove, under the direction and only with the approval of the Town Clerk, any memorial which has become dangerous or is in such a bad state of repair and neglect as may cause danger or offence to others, and to make good any collapsed grave.
14. To ensure all buildings owned by Council and used by the public or staff are kept in a good and safe state of repair and that all food preparation areas, sports changing and shower rooms and staff and public toilets are kept clean and hygienic at all times.
15. To lock and unlock Council's public facilities as required within normal hours of work, including Sprowston Recreation Ground toilets and entrance gates, Sparhawk Park toilets and entrance gates, Cemetery vehicle gates and Church Lane car park.
16. To maintain Council's 'fine turf' sports pitches (bowls green, tennis courts) to the highest standard possible.
17. To attend all training courses in connection with any duties consistent with work of the post holder, without loss of earnings or other entitlements, that the Town Clerk or the Council may direct.
18. To carry out such other duties, as may be required by the Town Clerk, consistent within the duties of the Post.

TERMS AND CONDITIONS OF SERVICE

During periods of extraordinary circumstances, the post holder will be expected to work flexibly, including, by agreement, to vary their normal working pattern as maybe required to support Council's continued functioning.

The Terms and Conditions of Service of the Post Holder shall be in accordance with the National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service (Green Book).