

CRINGLEFORD PARISH COUNCIL
GROUNDSPERSON/HANDYPERSON

JOB DESCRIPTION

Job Specification: Groundsperson/Handyperson

Grade: Spinal Column Point 15 - £8.72 per hour

Job Location: The Groundsperson will be expected to have a base at Council premises, currently at the Recreation Ground, Oakfields Road, Cringleford, but will be required to work anywhere in the parish of Cringleford.

Hours: 22 hours a week, normally Monday, Wednesday and Friday but with some flexibility

Job Summary: Responsible for the maintenance of all Council buildings, maintenance of all recreational and sporting facilities on the Recreation Ground, maintenance of the Village Green and any other premises or grassed areas owned by the Parish Council, and other duties relating to the general upkeep of the village of Cringleford. Responsible for the maintenance of all areas covered by the Parish Council's Agency Agreements with other Councils or organisations.

Responsible to: Grounds Supervisor

Duties & Responsibilities:

1. To maintain a cricket square and outfield, including preparation of wickets, repair and maintenance work to the square, and repair and maintenance work to outfield.
2. To maintain tennis courts including all preparation, repair and maintenance work.
3. To maintain football pitches, including preparation, maintenance and repair.
4. To maintain all Cringleford Recreation Grounds, including Children's Play-Areas. The work includes grasscutting, hedgetrimming, strimming, pesticide spraying, weeding, planting, pruning, leaf clearing, fertilising, repair and maintenance of fencing and other maintenance work.
5. To maintain all Cringleford Parish Council buildings, including miscellaneous cleaning as and when necessary, minor repairs, painting and decorating. This will include a daily health and safety check of the facilities, any faults to be reported to the Parish Clerk.

6. To maintain Cringleford Village Green, Public Open Spaces and all other grassed areas owned or managed by the Parish Council, including grasscutting, hedgetrimming, strimming, pesticide spraying, weeding, pruning, leaf clearing and other maintenance work of the Green, Village Sign and other items situated on the Green or elsewhere.
7. To undertake various maintenance duties and refuse collection to maintain the overall high standard of appearance and general upkeep of the village of Cringleford.
8. To have use of various items of machinery. All machinery is to be kept in good working order and necessary repairs either undertaken or reported to the Parish Clerk for repairs.
9. To be responsible for, and comply with all Health and Safety legislation within all areas under your authority. To be responsible for ensuring that only equipment and materials bought by the Parish Council are operated and used in accordance with the manufacturers' instructions. To report any accidents to the Parish Clerk.
10. To undertake specific training as necessary.
11. To undertake litter picking on all Council premises and around the village as required.
12. To undertake various other reasonable duties as may be instructed by the Parish Clerk from time to time.

This job description is subject to an annual review in consultation with the post holder.

Cringleford Parish Council is an Equal Opportunity Employer.

A 'No Smoking' Policy exists at meetings, and within Parish Council buildings.

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GROUNDSPERSON/HANDYPERSON
PERSON SPECIFICATION

The successful candidate must have the following skills and abilities:

Honesty and reliability

Self-motivation

Good Organisational ability

Be capable of working under pressure and also using your own initiative as required

Have basic DIY skills and a practical aptitude for general building and grounds maintenance

Have an awareness of Health and Safety and a willingness to undergo appropriate training where needed

Full driving licence

Be a good team player