

ALTON TOWN COUNCIL

SENIOR GROUNDSPERSON

JOB DESCRIPTION

Responsible to: **Head Groundsperson and Finance and Administration Manager**

Responsible for: **up to 5 Grounds Staff**

Salary : **£24,012**

The job

Alton Town Council is looking to appoint a Fulltime Senior Groundsperson to work as part of a small team. The appointed person will be a skilled professional who thrives in producing public open spaces to a high standard. You will have ambition for growth, both professionally and personally in this role. The position is fully hands-on, working with the existing grounds team in maintaining our sports pitches, countryside spaces play parks and formal gardens

Principle Responsibilities

1. To organise and supervise the day-to-day operations of the Grounds Maintenance Team to ensure that all resources (manpower and equipment) are deployed as required ensuring efficiency and effectiveness.
2. To ensure that the Council's open spaces and play areas are maintained to the standards required by the Town Council so that they are available to be enjoyed by members of the public.
3. Ensuring the Council's sports facilities and playing surfaces are maintained and presented to the highest possible standards,
4. To ensure that all plant and equipment is used and maintained in accordance with approved service schedules to minimise the risk of breakdown particularly at peak periods of use.
5. To contribute to the production and implementation of the Council's Health and Safety Policy to ensure that the risk of accident or injury is identified and minimised for the benefit of staff and the general public.
6. To ensure pavilions are cleaned and maintained to the standards required for hiring and letting purposes

Main Duties

1. Supervision and Control

- 1.1 Arrange for staff to be deployed to undertake the operations as required.
- 1.2 Arrange for the use and maintenance of equipment, tools and materials associated with the role.
- 1.3 Ensure that staff are properly trained and protected when using plant and equipment.
- 1.4 Ensure the fair distribution of work between staff.

2. Amenity Area

- 2.1 Arrange for all grass areas to be cut and vegetation to be cut and removed as necessary
- 2.2 Arrange for play areas and equipment to be inspected and report faults to the Town Hall.
- 2.3 Report to the Head Groundsperson any incidents of vandalism.
- 2.4 Report to the Head Groundsperson any diseased or dying trees.

3. Sports Facilities

- 3.1 Ensure grass pitches are cut, rolled, marked out and watered as required to the necessary standards as appropriate.
- 3.2 Apply appropriate fertilisers and weed treatments as necessary.
- 3.3 Arrange for changing accommodation to be cleaned and maintained as necessary.

4. Plant and Equipment

- 4.1 Arrange for plant and equipment to be maintained as required.
- 4.2 To carry out Tractor operations using different implements
- 4.3 Report mechanical problems to the Finance and Administration Manager
- 4.3 Report to the Finance and Administration Manager the details required for supplies of necessary fuel, plants and trees, materials and sundry items.

5. Health and Safety

- 5.1 Ensure the implementation of the Council's Health and Safety Policy, as appropriate.
- 5.2 Ensure all daily/ weekly/ monthly inspections are carried out as appropriate with any faults reported to the Finance and Administration Manager
- 5.3 Promote safe working practices to all staff.
- 5.4 Ensure protective and hi-vis provided for personal safety and any work issued clothing is worn at all times as required to carry out their duties.

6 General

- 6.1 Such other duties as may reasonably be required.

Essential requirements:

Ability to work in a team

Adaptable and ready to act when unexpected situations arise.

To be presentable at all times when working and demonstrate that you can represent Alton Town Council in the manner befitting the role.

Willingness to learn new techniques.

Good communicator

Flexible approach to working, as the role will include weekend work and some anti-social hours.

A can-do attitude

UK Full driving licence.

NVQ Level 2 or 4 GCSEs A-C (or equivalent) education is expected as a minimum

Be able to work safely, with risk assessments and compliance with safety procedures

Fit to work with machinery.

Desirable

Experience in sports pitch preparation (Cricket, Football and Rugby) is highly desirable.

Experience in a horticultural or conservation environment is advantageous

Good all-round turf care knowledge

Qualifications in use of hand held implements such as chainsaws, brushcutters are highly desirable

Qualifications in tree inspections, play area inspections desirable

Current First Aid certificate

Minimum of 2 years' experience within the industry

Equality Statement

Alton Town Council celebrates and values the diversity brought by employees, potential employees, applicants and volunteers We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.