



## JOB DESCRIPTION

<b>Job title</b>	Senior Grounds Person
<b>Location</b>	The Oakwood Centre Headley Road Woodley RG5 4JZ
<b>Reports to</b>	Amenities Manager
<b>Grade</b>	NJC SPC 18 to 22 / £29,269-£31,364
<b>Type of position</b>	Permanent, Full Time
<b>Hours of work</b>	37

*This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.*

### COUNCIL PURPOSE

Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.

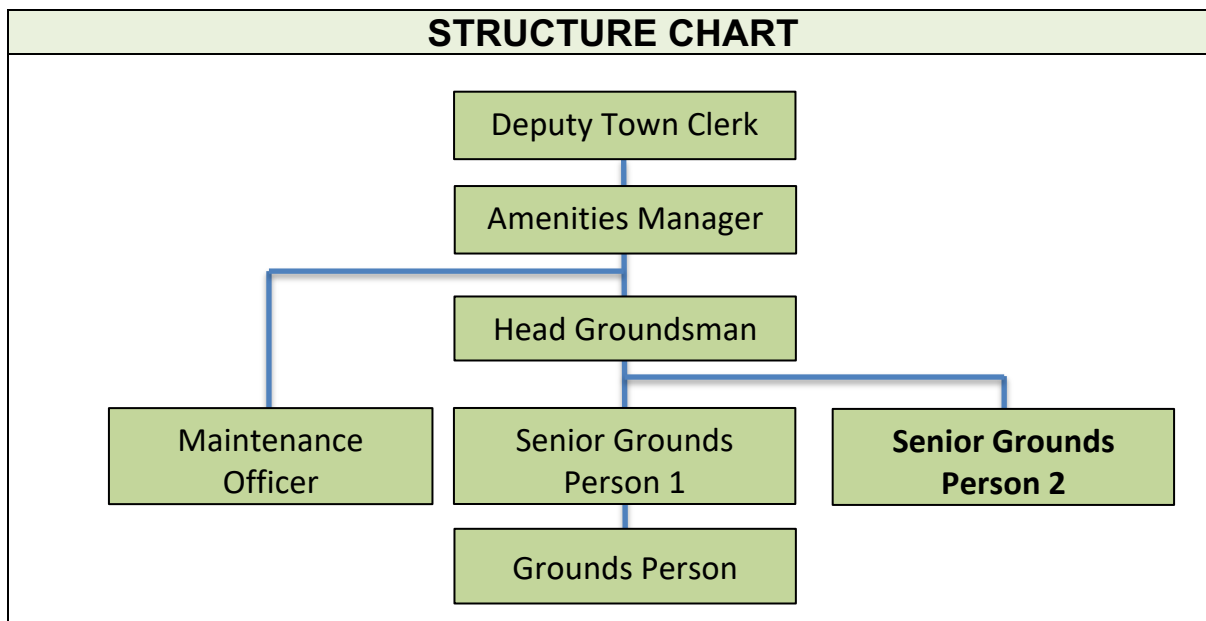
As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.

25 Town Councillors represent the 9 parish wards within Woodley. Latest figures put Woodley's population at around 28,000 plus, with an estimated 11,000 households.

### JOB SCOPE

This role involves

<b>Financial Responsibility</b>	N/A
<b>Staffing Responsibility</b>	Supervision of Groundsperson



<b>MAIN DUTIES</b>	
1	To Assist the Head Groundsman in ensuring the Council's parks and open spaces are cut and strimmed, and free of litter and leaves.
2	To prepare and mark out the sports pitches and ensure associated equipment is safe and ready for use.
3	To carry out ground works as required at the Council's allotment site.
4	To assist the Head Groundsman in the maintenance and servicing of machinery and ensuring service records are kept up to date.
5	To assist the Head Groundsman in the ordering and stocktaking of parts and supplies.
6	To check machinery fuel levels and prepare vehicles and equipment for use.
7	To assist the Head Groundsman in the maintenance of the cricket green, sports pitches and bowls green.
8	To cut the grass in the park areas using the tractor mounted gang mower and hand mowers as required.
9	To maintain the grounds and planting in the Council's parks and open spaces, including the lake.
10	To empty waste and dog waste bins in the Council's parks and open spaces.
11	To supervise the work of any trainee or junior member of staff in the absence of the Head Groundsman.
12	To act in a courteous and helpful manner to members of the public.
13	To liaise with the leisure and office staff regarding pitch bookings as required.
14	To carry out any other duties in keeping with the responsibilities of the post - at the request of the Head Groundsman.
15	To carry out all duties ensuring the health and safety of staff and public, within the post holder's areas of responsibility and to ensure that personal responsibilities for health and safety as laid down in the Health and Safety at Work Act are followed.

<b>PERSON SPECIFICATION</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
NVQ level 2 or equivalent in Groundsmanship/Sports turf		Yes
PA1A Foundation module weed control certificate		Yes
PA6A Hand held / knapsack applicator certificate		Yes
NTPC Level 2 Chainsaw certificate		Yes
NPTC Manual Woodchipper certificate		Yes
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Full drivers licence	Yes	
Good verbal communication skills	Yes	
Able to work unsupervised	Yes	
<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in general grounds maintenance	Yes	
Use of petrol mowers and strimmers	Yes	
Basic knowledge of health and safety in a grounds work environment.	Yes	
Experience of supervising staff		Yes
Tractor Driving and use of PTO machinery		Yes
Use of woodchipper		Yes
Experience of marking out sports pitches		Yes