

# Ash Parish Council



<b>Job Title:</b>	Grounds Maintenance Supervisor
<b>Location:</b>	Ash Parish Council, Ash Centre and all other Ash Parish Council properties located within Ash
<b>Reporting to:</b>	Clerk To The Council
<b>Responsible for:</b>	Grounds Staff (x4)
<b>Hours of work:</b>	<b>37 hours per week</b> (including the accrual of 1/2 hour flex time) Monday – Friday      8.00am – 4.00pm
<b>Job Purpose:</b>	To deal with general ground care of the Parish and effective management of the Grounds Team.

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The position is responsible for the day-to-day maintenance of cemeteries, allotments, community open spaces and other grounds owned or managed by Ash Parish Council ensuring that the Council's facilities meet the necessary legal requirements for health & safety standards, where required, to assist with other maintenance aspects of buildings, other property and the Public Realm owned or managed by Ash Parish Council.

## 1. Grounds Maintenance - General

Coordinate maintenance and upkeep across the facilities owned by Ash Parish Council.

Production of and review risk assessments in support of grounds maintenance activities.

Advise the Clerk on problems or issues relating to grounds maintenance of Ash Parish Council property and other areas of agreed works.

Identify when specialist works are required.

Drafting the necessary specifications and obtaining competitive quotes in accordance with Ash Parish Council Financial Regulations and Standing Orders for specialist works and/or equipment.

Assessing estimates from contractors and other third-party suppliers and advising the Clerk/RFO and Council as appropriate.

Report all incidents of vandalism/damage to Ash Council property or land.

Repair and maintenance of signage, fences, railings, gates, storm drains, culverts, ditches and water channels around all sites.

## **2. Cemetery**

Ensure cemetery grounds are maintained for the benefit of users of the cemetery.

Advise the Clerk on problems or issues relating to the operation of the cemetery.

Litter clearance, to include unkept floral tributes.

Liaise with external grounds contractors for safe operations of works, management of funerals and any identified areas of concern within the cemetery.

General maintenance to the cemetery grounds.

Memorial and bench inspections, including record keeping and where appropriate basic repairs/make safe actions.

Marking of graves to be dug and attending interments.

Attending installations of memorials.

Levelling or backfilling graves as required to maintain the visual appearance of the cemetery.

## **3. Public Realm & Events**

Carry out the grounds maintenance and upkeep of Ash Parish Council owned facilities to include:

- Installation, upkeep, watering and removal of hanging baskets and bedding plants
- General grass cutting and vegetation management around Ash Parish Council properties and other areas agreed with external authorities

To attend in a working capacity the following events:

- Ash Parish Council's Annual Village Fete
- Annual Remembrance Day Service and Parade
- Ash Parish Council's Annual Christmas Fantasia

Includes setting up prior to the event and dismantling/clearing up after each event.

## **4. Other Responsibilities**

Where appropriate produce purchase orders for goods and services required by Ash Parish Council ensuring that all financial & invoice processes/procedures are adhered to.

Key holder cover for alarms and other incidents at Ash Parish Council properties on cascade call-out.

To advise the Clerk of specific equipment requirements to undertake occasional tasks.

Ensure Council owned power tools and other equipment used for grounds maintenance are properly maintained for safe operation.

Maintain relevant information including equipment inventories and maintenance records of Council owned power tools and other equipment including plant equipment as required.

Maintain Council workshop facilities in a safe, clean manner.

Undertake basic repairs to Council owned equipment.

Ensure Council owned grounds maintenance vehicles and vehicle attachments are in a safe, roadworthy, clean and presentable condition, ensuring all service and maintenance, including MOT or other safety inspections, are in date prior to use of the vehicles or attachment.

Ensure equipment and property of Ash Parish Council is secured against theft or vandalism.

Any other such duties as could reasonably be expected as directed by the Clerk.

## **5. Responsibilities For Buildings Maintenance where appropriate**

Occasional centre staff duties cover at the Ash Centre during permanent centre staff leave or sickness periods.

Assisting with the setting up and clearance of events (including setting out and removal of stage) at the Ash Centre.

Assisting with the decorating of interior and exterior of Ash Parish Council property and buildings.

Maintain Council workshop facilities in a safe, clean manner.

Undertake basic repairs to Council owned properties.

General cleaning duties in the public toilets in the Parish which includes covering weekends and public holidays.

Maintaining stock levels for cleaning duties.

## **6. Supervision Of Ground Team**

Produce ground team weekly task sheet.

Manage and maintain playground inspection reports and repairs to equipment as required.

Manage and maintain a rota for the weekend/public holiday cover for unlocking and cleaning public toilets and for opening Carrington Recreation Ground barrier

Ensure scheduled work for the ground team are carried out effectively, allocating tasks and staff to maximise time and equipment.

Ensure closedown procedures are followed.

Ensure the workshop is always kept clean and tidy.

Ensure all relevant paperwork is produced, maintained and stored correctly.

Ensure ground team have all the required uniform and PPE equipment.

Check work completed by ground staff.

Liaising with the Clerk to ensure groundwork is organised, programmed and implemented effectively and efficiently.

## **7. Health and Safety (Workshop and Open spaces)**

All staff are required to take care of their own health and safety and that of others who may be affected by their acts and omissions. Ensuring, as far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by Ash Parish Council activities.

Ensure all first aid boxes have the correct contents and report any missing items to the Reception Administrator.

Ensure best practices for health and safety and fire prevention are always implemented.

Complete and maintain all Risk Assessments.

Complete and maintain all COSHH records.

Complete and maintain all Playground Inspection reports.

## **8. Knowledge, Skill and Experience**

The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient delivery of their work.

To attend training courses as relevant for the role of Grounds Maintenance Supervisor as required by Ash Parish Council.

Manage/arrange all training courses for the ground team.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

**Signed** .....

**Date** .....