

Job Description

Job Title:	Grounds and Facilities Maintenance Person	Date Reviewed: November 2016
Salary:	c £16,300	
No. Hours:	37 hours per week Mon-Fri (between 8am-6pm by agreement with The Clerk)	
Responsible to	The Clerk	
Job Objective:	In conjunction with the Clerk to the Council, plan the routine maintenance and inspection work of all Council owned sites and properties, and other sites for which the Council agrees to take responsibility and actively seek to improve and instigate more efficient ways of working and utilising the facilities.	

1. In conjunction with the other community grounds persons; prepare, implement and monitor monthly and annual maintenance programmes to ensure the required standard of facilities presentation.
 - Equipment repair and routine maintenance;
 - Mowing, strimming;
 - Tree pollarding and maintenance ;
 - Fencing, litter clearance and seat maintenance;
 - Cutting and tidying; weeding; tidying-up of Council owned recycling areas;
 - General maintenance and handywork as a required;
 - Playing field preparation.
2. Inspection and routine maintenance of car parks and toilet facilities
3. Assisting in emptying and replenishing car park ticket machines
4. Complete weekly timesheets.
5. Operate equipment responsibly and to health and safety requirements to minimise damage, loss or theft. Clean and store equipment after use.
6. Recommend and guide the Clerk, Councillors and users on the best use of facilities.
7. Actively promote the Council's services and facilities whenever possible including consultation and meeting with groups or individuals to discuss user requirements.
8. Contribute to the estimating process for the resources required for work projects and obtain quotes for minor works.
9. Liaise with and monitor work of contractors, suppliers, N & S District Council and Nottinghamshire County Council staff as appropriate.
10. Conduct routine and statutory inspections of: playing fields, play equipment, trees and public conveniences.
11. Maintain an inventory of all equipment.
12. Assist with conducting basic risk assessments, make recommendations and be able to respond to emergencies.
13. Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. Promote the Health and Safety of self and others.
14. Participate in voluntary call out for emergencies.
15. To report damage and incidents to the Town Clerk.
16. All other duties of a like nature as required or directed.