

WHEATLEY HILL PARISH COUNCIL

JOB DESCRIPTION

JOB TITLE	Groundsperson
GRADE	Spinal Column Point 1 - £18,333 per annum
LOCATION	The post is based in Wheatley Hill Cemetery, but the post holder will be required to work at various locations throughout Wheatley Hill.
RESPONSIBLE TO	Head Groundsperson

DESCRIPTION OF ROLE

To undertake as part of a small team a range of manual duties which include grave digging, general maintenance of council property, maintenance of open spaces, allotments, playing fields and other areas managed by the Parish Council. The post is physically demanding and the role is based outdoors where the post holder will be expected to work in all weather conditions.

DUTIES AND RESPONSIBILITIES

1. Grave digging; excavating foundations for memorials; allocating grave spaces; liaison with Funeral Directors and Stone Masons; grave planting and maintenance.
2. General inspection and maintenance of Council's allotments.
3. Horticultural maintenance of grassed and landscaped areas, including grass cutting; weed control; strimming; edging; turfing; planting; pruning.
4. Winter maintenance operations including snow clearing and gritting.
5. Litter collecting and emptying of litter/dog waste bins.
6. General building cleaning and basic maintenance work including painting; pointing; joinery and plumbing.
7. Arboricultural operations including tree planting, pruning, lopping and using specialised equipment.
8. Operation of horticultural equipment and completion of maintenance records. Involves driving and using vehicles such as ride on mowers and tractors (Subject to holding the relevant qualifications). To operate other miscellaneous equipment and machinery necessary to the Council's operational needs.
9. Dealing and responding in a polite and courteous manner to public enquiries regarding Cemetery and horticultural issues.

ADDITIONAL INFORMATION

The above outlines the principal responsibilities and duties of the post but is not exhaustive. The post holder will be expected to:

- Deputise for the Head Groundsperson in his absence.
- Undertake training necessary to perform the duties of the role.
- Undertake any duties commensurate with the role and at the request of the Head Groundsperson or Clerk.
- Work with minimum supervision and use their own initiative.
- Work some unsociable hours of work if required.

ORGANISATIONAL RESPONSIBILITIES

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Communication

To communicate effectively and to work collaboratively to provide the best possible public service. Communication between staff and partner organisations is imperative in providing the best possible service to our public.

Health, safety and wellbeing

To take responsibility for health, safety and wellbeing in accordance with the council's policies and procedures.

Equality and diversity

As an organisation we are committed to promoting a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Quality assurance

To understand and adhere to standards and service quality so that the customer and the Council's requirements are met and the highest standards are maintained.

Professional practice

To take responsibility for behaving professionally, ensuring that work is carried out to the highest standards and in line with the Council's stated policies or procedures.