
SAWSTON PARISH COUNCIL

Link Road, Sawston, Cambridge CB22 3GB
Telephone: 01223 832470
e-mail: info@sawstonparishcouncil.gov.uk



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JOB DESCRIPTION

GROUNDS KEEPER

RESPONSIBLE TO	The Clerk
GRADE	LC2 (24-28) scale £28,672-£32,234
HOURS	Full time - 37 per week

PURPOSE OF JOB

To manage the maintenance and improvements of open spaces, cemetery/church yard and general village amenities which are under the direct management of the Parish Council, who seek to continuously maintain and improve the high standards of quality of life for the residents of Sawston.

SCOPE OF THE JOB

- 1 Park land, open spaces and recreational facilities at:
 - Church Lane
 - Deal Grove
 - Huckeridge Hill
 - Old Forge Way
 - Orchard Park, Tannery Road and Allotments
 - Teversham Way
 - Woodland Road
 - Millennium Copse
 - Parish Office
 - Footpaths x3
- 2 Parish Cemetery and St Marys Churchyard.
- 3 General service amenities within the village which are owned by or the responsibility of the Parish Council.

MAIN DUTIES

- 1 Skilled manual work, including horticultural maintenance, grass cutting, clearing leaves, spraying, soil, levelling, reseeding and turfing.
- 2 To undertake a wide range of horticultural duties including planting, pruning, and grass seeding/cutting. Maintenance of formal park areas and the Cemetery. Levelling graves, grave marking out and installing base stones.
- 3 The routine safety inspections of play equipment and maintenance.
- 4 Complete weekly inspections of all pavilions
- 5 To be responsible for the planting and maintenance of new trees/hedges.
- 6 Maintain hanging baskets
- 7 The use of hand tools for work such as digging, hoeing, raking, sweeping and the use of powered hand tools such as hedge-cutters, strimmer's, leaf blowers and chainsaws
- 8 Operation and maintenance of pedestrian and ride on machinery, including tractor/tractor implements, given appropriate training.
- 9 Application of chemicals including herbicides, insecticides and fungicides, given appropriate training.
- 10 Basic repairs and maintenance to premises and equipment.
- 11 Undertake additional training as necessary and mutually agreed.
- 12 To be aware of, and act in accordance with, the Parish Council's Health and Safety Policy and to ensure Health & Safety rules and regulations are followed at all times.
- 13 Advise the Clerk on cost effective methods of work and maintaining equipment
- 14 Installation and repairs of fences, installation and repair of bins and benches, basic machine repairs
- 15 Deputise for and assist the Sports Grounds Keeper as necessary and to carry out other duties as reasonably required by the Parish Clerk from time to time.

NATURE OF THE JOB

A variety of equipment and supplies are provided by the Council to enable scheduled tasks to be carried out. It is the Jobholder's responsibility to ensure that any equipment in personal use has been safety checked and stored securely after use. All tools must only be used by competent, trained staff. Specific control is required in the use of chain saws and herbicides and pesticides where the appropriate training certificates must be acquired.

The Grounds Keeper has a duty to themselves, other staff and the general public to work in a safe manner ensuring that the appropriate personal protective clothing and equipment is used and safety instructions adhered to.

Grievance issues must be reported directly to the Clerk. Incidents and accidents must in the first instance be promptly reported to the Clerk. Absence from work through illness must be reported to the Clerk by 10am of the first day of absence.

General issues relating to employment conditions are detailed in the Contract of Employment, Grievance Procedure and the Health and Safety Policy.

The Grounds Keeper is expected to attend evening meetings such as Recreation and Open Spaces Committee when needed.

REQUIREMENTS

Essential

Valid UK driving licence

The ability to work out of hours if necessary

Desirable

Appropriate grounds keeping qualifications (although training will be given)