



## **JOB DESCRIPTION – PARISH GROUNDS & CLEANSING TEAM WORKER (intern)**

### **Overall Responsibilities**

Team workers will work directly for the team supervisor to deliver the “Service” which includes:

- Grass mowing in public open spaces and residential areas using a combination of tractor and gang mower, small tractor mower and powered hand tools
- Hedge cutting using a combination of tractor mounted attachments, power tools and hand tools
- Shrub bed maintenance using a combination of tractor mounted attachments, power hand tools and manual labour
- Grounds maintenance including grass edging
- Litter and Dog Waste bin emptying and disposal using flat bed or similar vans.
- Children’s play area and fitness equipment inspections maintenance and repairs
- Litter picking as instructed across the Parish area and play areas
- Street cleaning and waste removal activities including graffiti removal, cleaning of street furniture, collection and disposal of flytipping waste
- General environmental works such as repair and installation of bins, benches, and fencing
- Other outdoor manual labour activities.

### **Salary**

Local Council Scale £25,014.68 (starting at £23,414.68 for the intern role with quarterly increments to £25, 014.68)

### **Hours of Work**

The Parish Team Worker will work 37 hours per week, Monday to Friday. The working pattern will be by agreement but will be based on Monday to Thursday 0730 to 1600, Fridays 0730 to 1230

Occasional weekend and evening working will be required by prior arrangement

### **Specific Duties**

#### **1. Grounds & Cleansing Duties**

- Removal and control of weeds, moss and other vegetation
- Cutting back vegetation overhanging roads and footpaths
- Hedge trimming
- Pruning bushes and trees (working from the ground)
- Strimming, mowing and edging of grass

- Gritting and snow clearance
- Litter picking and removing fly posters & graffiti
- Planting shrubs and bedding plants
- Watering and maintaining planters
- Inspecting and planting commemorative trees
- Clearance of litter and fly tipping
- Fly poster and graffiti removal
- Mechanical street sweeping
- Clearance of glass, dead animals, and sharps

## **2. Parish Maintenance**

- Cleaning, re-painting and minor repairs of fencing, notice boards, benches, and bins
- Staining and painting street furniture, play and fitness equipment and fences
- Assisting with repairs to play and fitness equipment
- Erecting signs and noticeboard
- Installing benches and bins
- Emptying and disposal of waste from Council bins

## **3. Health & Safety**

- Condition checks of fencing & railings
- Safety checks of play and fitness equipment and immediate area
- Gritting and snow clearance
- Regular cleansing and fueling of Parish machinery and vehicles
- Report any faults, safety defects to the Parish Supervisor

## **4. Administrative**

- To work within supplied risk assessments and safety requirements, completing any necessary documentation
- To wear PPE and uniform as provided
- To maintain a diary of tasks, noting key points and meeting deadlines
- To attend any training necessary for the role
- To liaise closely with line manager and staff & attend meetings as necessary
- Maintain a record of equipment used so regular servicing of tools and equipment can be scheduled
- Comply with Health and Safety Regulations and Council policies and procedures
- Acting as the “eyes and ears” for the community being proactive in reporting anti social behaviour or environmental issues to the Parish Supervisor
- To undertake any other duties as assigned

### **NOTE:**

- This post requires the post holder to be lone working at times in the delivery of their duties at the Parish Office and across the Parish area.
- The post requires manual handling in the installation and repair of outdoor equipment, fencing and machines.
- This post requires the post holder to drive independently around the Parish area.

## PERSON SPECIFICATION

CATEGORY	CRITERIA	ESSENTIAL	DESIRABLE
<b>Education, qualifications and achievements</b>	Basic literacy and numeracy skills	√	
	Experience of delivering grounds maintenance and cleansing functions	√	
<b>Work Experience</b>	Experience of operating light and heavy equipment including mowers, strimmer's, hedge cutters and other landscaping machinery	√	
	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.		√
<b>Knowledge</b>	Knowledge of gauges, dials, or other indicators to make sure a machine is working properly.		√
	Ability to prioritise work load & maintain varying deadlines	√	
<b>Organisational Skills</b>	Ability to identify and respond to unexpected events and opportunities	√	
	Ability to work calmly to deadlines under pressure	√	
	Experience of achieving agreement and minimizing conflict	√ √	
<b>Communication Skills</b>	Ability to project a friendly and positive image of the Parish Council	√	
	Be able to work within a team, reacting to dynamically changing priorities set by the Council and Supervisor	√	
	Ability to work professionally & on own initiative	√	
<b>Personal qualities and attributes</b>	Physically fit and able to lift and move large objects/materials around	√	
	Be licenced to drive vehicles up to 3.5 T including tractors and powered mowing equipment	√	
	Commitment to following & understanding of Health & Safety regulations and practices	√	
	Ability to follow instructions	√	