



Sherborne Town Council

The Manor House, Newland, Sherborne, Dorset, DT9 3JL

Job Description

Job Title:	Grounds Maintenance Operative (Full Time 39 hrs summer, 35 hrs winter)
Salary Range:	Salary Grade SCP: 12 to 15 £17,173 - £17,972 From 1 April 2019 Salary grade SCP 4 to 5 £18,426 - £18,795
Hours of Work:	Monday – Friday (occasional weekend working required on a rota basis)
Location:	Various locations around Sherborne
Responsible to:	Grounds and Property Manager

Main Purpose of Job: The post holder will work as part of a team undertaking the maintenance and upkeep of the Town Council's allotments, buildings, cemetery, open spaces, highway verges, parks, play areas and sports pitches to ensure that the facilities are maintained to a high standard and prepared for their allocated uses under the direction of the Grounds & Property Manager and Supervisor.

Working Relationships: The post holder has contact with: Internally, all members of staff and Councillors. Externally, local groups and organisations, residents and users of the facilities.

Main Duties & Responsibilities

Grounds Maintenance

1. Cutting, edging and general maintenance of grass areas.
2. Planting and care of flower beds.
3. Tree and shrub planting, pruning and maintenance.
4. Cutting and maintenance of hedges and trees.
5. Leaf collection.
6. Preparation, marking and maintenance of sports pitches and recreational facilities.
7. Watering of flower tubs and baskets.

General Maintenance

8. Repairs and maintenance of children's play areas.
9. Assist with the general repair, maintenance and decoration of buildings.
10. Maintenance of car parking areas and pathways.
11. To litter pick specified areas and the emptying of dog and litter bins.
12. General duties including maintenance and repair of public seats.
13. To clean after use and maintain and keep in good and safe repair all vehicles, plant and equipment used in the execution of the role.

General Duties

14. To use an extensive range of vehicles, plant and equipment in the execution of the role.
15. To participate in the Town weekend rota which involves the locking/unlocking, morning litter picks and general tidying up of public gardens.
16. To participate in the Terrace Playing Field weekend rota which involves sports facility cleaning and venue supervision.
17. Ensure that Health & Safety rules are observed at all times including the wearing of protective clothing and footwear, etc.
18. Ensure that all Health & Safety checks are carried out in accordance with instructions and written reports submitted to your line manager as appropriate.
19. To complete such paperwork, timesheets, etc as may reasonably be required.
20. The Town Council uniform is to be worn at all times.
21. Undertake such additional duties as the Town Council may reasonably require.