



SANDY TOWN COUNCIL

Title of Post:	Grounds person/Handyperson
Salary:	£17,491 - £18,070 (SCP 16 – 18)
Terms and Conditions:	NJC for Local Government Services
Contract Hours:	37 hours per week including occasional weekend or evening work.
Benefits:	<p>Leave of 21 days paid per year plus Bank Holidays, increasing following long service.</p> <p>The post is eligible to join the Superannuation Scheme.</p> <p>Training in operation to develop skills on an ongoing basis.</p>
Responsible to:	Grounds Team Leader
Responsible for:	N/A
Job Purpose	To act as Grass Cutter/Gardener/General Labourer for Sandy Town Council
Job Description	<p>Under supervision, to maintain grounds, council assets and premises owned (or cared for) by the Town Council to the required standard and schedule.</p> <p>Undertake routine preparation and maintenance work on a range of sports facilities and surfaces as detailed on work schedules or job tickets. <i>(including but not limited to football & cricket grass cutting, pitch preparation, line marking, turf repairs and sand spiking)</i></p> <p>Undertake routine maintenance of the cemetery and closed churchyard. <i>(Including but not limited to grass cutting & stimming, shrub and flower bed maintenance, litter picking, tree work)</i></p> <p>Undertake all preparatory and cultivation work to maintain safe quality playing surfaces. Carry out regular inspections of council owned play equipment. Carry out basic repair work.</p> <p>Set up all sports pitches or amenity surfaces. Undertake minor construction and landscaping work.</p> <p>Drive vehicles and equipment as required for grounds maintenance operations – tractor, ride on mower and works vehicle.</p> <p>Ensure vehicles and equipment used by self and colleagues are regularly maintained in accordance with routine operating requirements.</p>

	Monitor the use of consumables, items and spares and make arrangements for their replenishment.
	Ensure the safe use, storage, calibration and disposal of pesticides and similar hazardous substances.
	Ensure work area is kept clean, tidy and secure at all times.
	Litter picking of Town Council open areas. Emptying of Town Council owned bins.
	Promote the Health & Safety of self and others.
	Respond to emergencies.
	Establish and maintain effective working relationships with managers and colleagues.
	Make recommendations to supervisor regarding improved working systems, labour and machinery utilisation.
	Dealing with members of the public and external organisations providing a high standard of service and promoting a positive image of the Town Council.
	To support occasional council events which may occur at weekends or evenings.
	To discharge any other duties when reasonably required by the Grounds Team Leader, Administration Team Leader or Town Clerk.
Key Requirements	Excellent communication skills
	Health & Safety – COSH understanding
	Flexible approach
	Basic gardening skills
	Basic turf understanding
	Full clean manual driving licence
	Experience of grounds and property maintenance

