

ECKINGTON PARISH COUNCIL

JOB DESCRIPTION

GROUNDS MAINTENANCE OPERATIVE

Responsible to: Parish Clerk

For work within the Parish.

1. Undertake work in the Open Spaces, playing fields, amenity areas, play areas to include:
 - a. Grass cutting
 - b. Shrub/flower bed/planter/basket maintenance
 - c. Hedge Cutting
 - d. Strimming
 - e. Tree planting and basic pruning
 - f. Weed spraying
2. To inspect and maintain all play areas and conduct repairs to play equipment and safety surfaces as required.
3. To empty litter/dog bins and cleanse/sweep, litter pick all associated areas by using a variety of equipment including blowers, sweepers, pressure washers etc.
4. To carry out ongoing risk assessments and report any concerns to the Parish Clerk.
5. To ensure the health and safety regulations are adhered to and that protective clothing provided by the Council is worn at all times.
6. General maintenance work at the Council's properties, including general repairs and checks on equipment. To carry out regular inspections and report all damage and repairs to the Parish Clerk.
7. To keep any vehicle, plant or machinery clean and in good running order, reporting any faults/damage to the Parish Clerk.
8. To undertake the driving of allocated vehicle and ensure that routine checks of oil, water and air are carried.

9. Maintenance and cleaning of the Council's bus shelters.
10. The cleaning and maintenance of the Golden Ball Playing Field Sports Pavilion after each use.
11. Clearing allotments at the direction of the Clerk and monitoring.
12. To site and fix wayside seats in the Parish including the Cemetery.
13. To undertake training at the Council's expense that is deemed necessary in accordance with the Council's objectives.
14. To undertake locking up of Community Halls/Cemetery as and when directed by the Parish Clerk.
15. The list of duties is not exhaustive and other duties may be required as and when directed by the Parish Clerk/Cemetery Supervisor.

For work within the Cemetery.

1. Cemetery Duties will include:
 - a) Undertake either individually or as part of a team, all duties involved in the burial of the dead for example –location, preparation and digging of graves, including necessary shoring and shuttering.
 - b) Maintenance of the Cemetery and its grounds including grass-cutting, hedge trimming, planting and pruning.
 - c) Use of a range of tools and equipment including powered hand tools and use of plant and Mechanical diggers.