



## WOKINGHAM TOWN COUNCIL

### Job Description

<b>Job Title</b>	<b>Grounds person</b>
<b>Reports to</b>	Senior Grounds person
<b>Responsible for</b>	N/A
<b>Key Contacts</b>	Internal: <ul style="list-style-type: none"><li>• Staff</li><li>• Councillors</li></ul> External: <ul style="list-style-type: none"><li>• Residents/Members of the public/Volunteers</li><li>• Suppliers/Service providers/Subcontractors</li><li>• Borough Council Officers</li></ul>
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• To ensure Wokingham Town Council Parks and Open Spaces are maintained to a high standard.</li><li>• To Inspect/Record and Report findings of all Parks/Open Spaces/Play Areas</li><li>• To support Council run Events/Markets and other Amenities</li></ul>

#### Principal Accountabilities:

- 1) Grounds person:
  - With supervision to maintain grounds, play areas, premises and council assets owned by Wokingham Town Council to the required standard.
  - To carry out all duties within current legislation and Health & Safety regulations. To promote the Town Council's Health & Safety policy toward self and others.
  - To comply with Town Council's policies and procedures.
  - To undertake on a daily basis grounds maintenance tasks, such as litter picking, weeding, mulching, strimming, hedge cutting, or any other maintenance tasks required. Emptying of waste/re-cycling and dog waste bins. Transport waste and re-cycling to collection points.
  - Grounds maintenance duties, such as:
    - preparation of ground for turfing, seeding or planting (including tree planting and maintenance)



- Taking delivery of and planting trees, shrubs, perennials, ground cover and herbaceous plants.
  - Mulching planted areas with bark, mushroom compost or similar materials.
  - Planting and weeding as necessary
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- To carry out weekly documented inspections of play areas/parks and open spaces/street furniture to include streetlights & CCTV equipment as per inspection documentation.
  - To carry out daily visual inspections of play areas/parks and open spaces/street furniture to include streetlights & CCTV equipment.
  - To report all defects in the first instance to the Grounds and Bloom Officer or Town Clerk if either are unavailable to Amenities Officer.
  - To report incidents of vandalism/damage/illegal encampment or anti-social behaviour.
  - To carry out where appropriate maintenance repairs/replacement to include painting and graffiti removal within all Town Council owned premises and assets.
  - As directed support graffiti removal in town centre.
  - To regularly maintain equipment to manufacturer's standard and current legislation.
  - To monitor use of consumables/spares and request replacement as required.
  - To ensure safe use and storage of all chemicals/pesticides and other hazardous substances as to conform to current COSHH Regulations.
  - To maintain security procedures at all sites.

## 2) Other duties

- To support the Town Council's Market operation in terms of assisting the Market Manager with duty shift coverage/market set up and breakdown/supervision minimum of 2 Saturdays a month
- Assisting in the repair of hard landscaping elements where it is possible.
- Erection of street furniture/play equipment, repair wetpour or tigermulch

## 3) General:

- To deal with members of the public and external organisations providing a high standard of customer service along with promoting a positive image of the Town Council.
- The post holder will be expected to discharge his/her duties in accordance with Council policy and Financial Regulations.
- To liaise with all other officers with the emphasis on teamwork and providing assistance to other members of the team.
- To respond to emergencies and possible out of hours working to assist with emergency.
- To where appropriate drive/use Council works vehicle or mechanical machinery as required.
- To undertake any other reasonable duties within capabilities as directed by the Town Clerk or designated line manager.
- To undertake appropriate professional development/training.
- To attend when requested staff Team Meetings and relevant Council meetings.



This Job Description is flexible and not exhaustive and may therefore be altered from time to time, in consultation with the post holder, to reflect the changing needs of the Council.

Hours of Work:

37 hours per week preferably Tuesday till Saturday

The town council is happy to discuss the possibility of less hours / part time options

## Person Specification

Job Title	Groundsman/General Assistant	
Key Criteria	Essential	Desirable
Qualifications & Training	<p>Full clean driving licence with towing capability. (access to Council van as appropriate)</p> <p>Nonspecific but willingness to undertake relevant training as necessary to fulfil role effectively</p>	<ul style="list-style-type: none"> <li>• ROSPA Play Area Inspection Certificate.</li> <li>• Use &amp; application of Pesticide certification.</li> <li>• Strimmer Certificate.</li> <li>• Hedge cutting Certificate.</li> <li>• Arboriculture/Tree Inspection qualification.</li> <li>• First Aid Certificate.</li> <li>• Fire Awareness Certification.</li> <li>• Plant/horticultural knowledge</li> </ul>
Competencies (knowledge, skills, experience)	<ul style="list-style-type: none"> <li>• General horticultural/grounds maintenance/gardening knowledge.</li> <li>• General DIY/maintenance skills and use of hand tools.</li> <li>• Basic knowledge of Health &amp; Safety and COSHH legislation.</li> <li>• Manual handling experience.</li> <li>• Basic computer/IT skills.</li> <li>• Basic paperwork/report writing skills.</li> <li>• Basic communication skills with members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the institute of Groundsman Standards and practices.</li> <li>• Competence in use of mechanical machinery.</li> <li>• Knowledge of plants/planting.</li> <li>• Experience of driving with towing equipment.</li> <li>• Customer facing skills.</li> </ul>
Work related personal requirements	<ul style="list-style-type: none"> <li>• Willingness and ability to work outside in differing weather conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Keen interest in horticulture</li> </ul>



	<ul style="list-style-type: none"><li>• Physically fit to deliver job description.</li><li>• Willingness and ability to work alone or as part of a team</li><li>• Customer service skills</li><li>• Self-motivated</li><li>• Solution focused</li><li>• Flexible</li><li>• Enthusiastic</li><li>• Honest/Trustworthy</li></ul>	<ul style="list-style-type: none"><li>• General technical knowledge</li></ul>
Other work requirements	<ul style="list-style-type: none"><li>• As part of the wider team able &amp; willing to work occasional additional hours as required to support WTC activities</li><li>• Able to travel where necessary</li></ul>	