



HOUGHTON REGIS TOWN COUNCIL

Job Description – Grounds Person

Job Title:	Grounds Person
Spinal Point Range:	SCP 9-12
Hours of Work:	37 hrs per week
Location:	Council Workshop, Westbury Close, Houghton Regis
Job Summary:	To work within the Council 's grounds team to achieve high standards of service provision within the Council 's grounds and facilities including sport, recreation, open spaces, play provision, cemetery and burial provision, and Council buildings.
Responsible to:	Grounds Manager
Responsible for:	None
Committee Responsibility	None

Key Areas of Responsibility

- To achieve high standards of service provision within the Council 's grounds and facilities including sport, recreation, open spaces, play provision, cemetery and burial provision, and Council buildings.

Specific Duties & Responsibilities

Health & Safety Management, Administration & Compliance

- To work within the Council's requirements for health and safety
- To personally follow the requirements of the Health & Safety at Work Policy of the Town Council
- To follow risk assessments for the Council's activities and functions as relevant to the role
- To report health and safety concerns and building, machinery and equipment defects

Property Management

- To take meter readings
- To carry out repairs and maintenance to ensure properties are kept in a good state of repair and decoration
- To assist with the Christmas lights installation and removal

Outside Services



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- To provide maintenance of the Council 's properties, open spaces and assets including play areas, cemetery and burial ground, machinery, equipment, trees, street furniture, memorial seats & plaques, smoke alarms & emergency lighting
- To upkeep the Council 's cemetery and the Church yard
- To facilitate burials and internments, headstone installations, headstone safety checks
- To collect litter and waste
- To maintain Council machines and equipment

Other

- To assist with providing staff cover within the scope of the role
- To maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information
- To support council events as required
- Some evening and weekend work is required
- Such other duties within the range and scope of the job as may be required from time to time.

Employment Provisions

Terms and Conditions	NJC for Local Government Services
Benefits	The post is eligible to join the Superannuation Local Government Scheme
Annual leave	23 days annual leave, plus 3 additional days after 5 years LG service Public Bank Holidays, 2 additional statutory days
Working hours	37 hours per week
Key holder	Yes – Office, Workshop, Council buildings
Call out	Discretionary
First aider	Discretionary
Car allowance	Casual car user

This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council 's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.



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Job Description – Grounds Person

Name of Postholder:	
Signature of Postholder:	
Date:	
Signature of Town Clerk:	
Date:	