

**LUDLOW TOWN COUNCIL**

**JOB DESCRIPTION**

**1.0 GENERAL INFORMATION**

Post Title	Assistant Grounds Person (part of Direct Labour Force team)
Responsible to	Deputy Town Clerk
Day-to-Day Reporting to	DLF Supervisor
Primary Location	The Depot, Henley Road Cemetery, SY8 1RA
Responsible for	Carrying out all aspects of upkeep and maintenance on Ludlow Town Council's properties, assets and amenity areas; as well as any other areas of relevance as required by supervising staff.
Scale	SCP 1-4 £18,333.00 - £19,264.00
Hours and days	37 hours per week Monday to Friday 8.00am – 4.00pm Monday to Thursday 8.00am – 3.30pm Friday
Conditions of Service	As per Green Book
Date Prepared	June 2022

**2.0 JOB PURPOSE**

- 2.1 Under the general direction of the DLF Supervisor to undertake works for which the Town Council is responsible.

**3.0 MAIN TASK AND JOB ACTIVITIES**

**NB The job activities quoted below are examples of the work involved. They are not a comprehensive list of all aspects of work expected to be undertaken.**

- 3.1 Carry out all tasks in accordance with Health & Safety requirements and risk assessments relating to each job.

- 3.2 Carry out regular repair works, grounds maintenance and inspections of the Council's outdoor facilities and assets including:
- all properties
  - public open spaces and play areas
  - public conveniences (at three sites)
  - other public areas
  - car parks
  - the Market Square & market stalls
  - Henley Road Cemetery
  - The Guildhall
  - Museum at the Buttercross
  - lifebuoys
  - any other areas that are the responsibility of Ludlow Town Council.
- This work can include fencing, grass cutting, hedge cutting, litter picking, repairing paths, minor plumbing works, building maintenance etc.
- 3.3 Undertake daily vehicle and plant safety checks, and carry out routine maintenance on the Council's vehicles and plant in your charge.
- 3.4 Assist with general Market Stall maintenance and cleaning duties as required and determined by the Markets Manager in agreement with the Town Clerk.
- 3.5 Assist colleagues at the Guildhall and the Museum with various tasks as requested.
- 3.6 Be smart, polite and well presented at all times as a visible presence of the Town Council in our local community.
- 3.7 Have a key role in the Town Council's emergency call-out team and be able to respond appropriately to out-of-hours emergencies when required.
- 3.8 To undertake cleaning and maintenance checks of our public toilet facilities as necessary.
- 3.9 Be able to work weekends and evenings as required for regular civic and one off events, such as Mayor's Sunday, Ludlow Mayfair, Remembrance Sunday and the annual senior's Christmas party.
- 4.0 To assist with the erection and removal of the towns Christmas lights and advertising banners.
- 4.1 It may be necessary to carry out other related tasks from time to time, as instructed by the Deputy Town Clerk or DLF Supervisor.

**5.0 PERSON SPECIFICATION**

- 5.1 Good working knowledge of grounds maintenance methods and equipment.
- 5.2 Experience of a similar type of work and the ability/willingness to follow all accepted practices and procedures whilst carrying out relevant tasks.
- 5.3 Be keen to learn new skills, attend training and develop within your role.
- 5.4 Good communication skills, combining the ability to work in a team, along with the ability to work independently at times with minimal supervision.
- 5.5 Have a flexible, motivated attitude to all work activities.
- 5.6 Be familiar with appropriate Health and Safety legislation and adhere to the Health & Safety Policies, working practices and PPE requirements.
- 5.7 To be capable of withstanding the physical demands of the job.
- 5.8 To hold a current, full driving licence and be capable of safely driving and operating all the Council's vehicles and items of plant and equipment.

**6.0 ESSENTIAL**

- 6.1 Be able to work at heights.
- 6.2 Be prepared to undertake all training required for the post.
- 6.3 To be able to drive and hold a full, valid, driving license that includes towing a trailer, and be capable of safely driving and operating all the Council's vehicles and items of plant and equipment.
- 6.4 Experience of working as a grounds person/assistant/similar work.
- 6.5 Experience of grass cutting.
- 6.6 Experience of litter picking.
- 6.7 Experience of cleaning.
- 6.8 Have experience of safely using hand held tools and professional standard machinery including hedge cutters, brush cutters, push and ride on lawn mowers.

- 6.9 To be capable of withstanding the physical demands
- 6.10 Good communication skills.
- 6.11 Experience as working as part of a team
- 6.12 Ability to work in a team, also to work alone with the minimum of supervision and have a flexible attitude
- 6.13 Ability to interact with a variety of people.
- 6.14 Clear understanding of H&S good practice at work

**7.0 DESIRABLE**

- 7.1 Horticultural qualification/experience.
- 7.2 Roadside working experience.
- 7.3 Experience of building/property maintenance.