



Buckingham Town Council

JOB VACANCY

Grounds Maintenance Person

Full Time 37 Hours per week

SCP 8-12: £19,945 – £21,589

Depending on experience and qualifications

We have an exciting opportunity for someone to join our Greenspaces team to assist the Town Council with the up-keep of its open spaces and properties.

Buckingham Town Council manages the parks, play areas, the Cemetery and other assets within the Town, this is a varied role with both grounds and property maintenance being required.

We are looking for an enthusiastic man/woman with good practical skills for this largely outdoor role. A background in landscaping or horticulture is desirable and a full driving licence is essential.

The main tasks will include:

- Maintaining and repairing the Town Council's parks and green spaces, properties and assets.
- Carry out grounds maintenance and horticultural tasks, including the use of machinery for hedge cutting and grass cutting.
- Carrying out maintenance and burial duties at the cemetery.
- Help in setting up, running and clearing Town Council events including assisting in the implementation of road closures.
- Dealing with queries from members of the public in a polite and helpful manner.

The role is a full time position with occasional additional weekend work being required to assist in the running of events.

Due to the nature of the role, all grounds maintenance staff are subject to health surveillance to ensure they are physically able to complete their duties.

Buckingham Town Council is an Equal Opportunities Employer

For further information or an informal discussion about the post, please contact the Estates Manager Lee Phillips on 01280 816426.

Application packs are available from www.buckingham-tc.gov.uk and should be submitted either by post to:

Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

or by email to: Greenspaces@buckingham-tc.gov.uk

Closing date for applications: Monday 25th November 2019 at 12 noon.

Job Description

Post Title: Ground Maintenance Person

Accountable to: Estates Manager

Job Purpose:

- Assist the Grounds Maintenance Team in maintaining Town council parks and green spaces, properties and assets
- Aid in carrying out maintenance and other works at the cemetery
- Aid in carrying out maintenance work throughout the town
- Aid in setting up, clearing and running Town Council Events

1. Maintenance

- Carry out the repair and maintenance duties in Buckingham Town Centre and Town Council property within the town, including Lace Hill sports pitches
- Carry out repairs and maintenance to Council play areas and street furniture, where appropriate, and installation of bins as required
- Carry out Inspections of Town Council owned land, facilities and property, reporting any defaults to the Estates Manager
- Undertake horticultural works, as required, including watering of hanging baskets and planters in the summer months and monitoring winter planters; maintain flower and shrub beds
- Carry out grounds maintenance tasks, including the use of powered machinery for hedge cutting and grass cutting
- Maintain Council storage areas in a clean and orderly manner
- Safe use and maintenance of vehicles, tools and equipment
- Aid Community Payback workers in carrying out work within the town

2. Devolved Services

- Carry out grounds maintenance work for Transport for Buckinghamshire
- Ensure that health and safety directions are followed by self and contractors when working on and adjacent to the highway
- Clear illegal signs away from verges and lampposts as directed
- Aid in gritting areas of the Town in snowy and icy weather

3. Cemetery

- Carry out general maintenance and grounds keeping works at the cemetery
- Undertake grave digging and burial duties as required
- Deal empathetically and sensitively with bereaved families and members of the public whilst carrying out works at the cemetery
- Assist with an ongoing programme for the safety testing of memorials in the cemetery

4. Events

- Assist in the implementation of road closures for town events
- Place and remove signs, barriers, cones and other items as necessary for Town Centre Events
- Aid in the setting up, running and clearing of Town Council Events

5. General

- Use appropriate PPE and comply with Health and Safety
- Deal with the public in a polite and helpful manner
- Possess an up-to-date valid UK driving licence at all times
- Deliver post and letters as directed
- Attend training courses in accordance with identified training requirements
- Maintain relevant competencies and equipment certifications in accordance with training / equipment use requirements
- A DBS check will be required for this role
- Regular working hours are Mon-Tue 8am-4:30pm Fri 8am-4pm additional hours may be required including occasional weekend working
- Other duties as the Council may reasonably require from time to time

Person Specification

Post Title: Grounds Maintenance Person

Accountable to: Estates Manager

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<ul style="list-style-type: none"> • EXPERIENCE 	<ul style="list-style-type: none"> • Relevant experience in landscaping / grounds maintenance 	<ul style="list-style-type: none"> • Experience in building maintenance or a similar role 	<ul style="list-style-type: none"> • Application form • Interview • References
<ul style="list-style-type: none"> • QUALIFICATIONS / TRAINING 	<ul style="list-style-type: none"> • Good level of education, including Grade C in Maths and English GCSE or equivalent 	<ul style="list-style-type: none"> • Fire Safety • Health & Safety • Event Management / Traffic Marshalling • ROSPA Playground Inspections • Grounds Maintenance qualifications • Excavator training • Use of a Ride on Mower 	<ul style="list-style-type: none"> • Application form • Certificates
<ul style="list-style-type: none"> • KNOWLEDGE 	<ul style="list-style-type: none"> • Ability to use or be trained in the use of a wide range of grounds / building maintenance equipment 		<ul style="list-style-type: none"> • Application form • Interview
<ul style="list-style-type: none"> • DISPOSITION / ATTITUDE 	<ul style="list-style-type: none"> • Flexible attitude to work • Reliable and able to work autonomously • Planning and organisational skills • Able to carry out physically demanding work • Able to work effectively as a part of a small team 	<ul style="list-style-type: none"> • Happy working in an outside environment 	<ul style="list-style-type: none"> • Application form • Interview • References
<ul style="list-style-type: none"> • SPECIAL REQUIREMENTS 	<ul style="list-style-type: none"> • Willingness to work, when required, evenings, weekends and bank holidays • Full UK Driving Licence • Requirement to carry out grave digging and burial duties at cemetery • Successfully pass a DBS check 	<ul style="list-style-type: none"> • Trailer classification on Driving Licence 	<ul style="list-style-type: none"> • Application form • Interview • DBS Check