

FORDINGBRIDGE TOWN COUNCIL

Groundsperson job description

REPORTS TO: The Town Clerk.

JOB PURPOSE:

To undertake the general and grounds maintenance of all parish open spaces and play areas, lawned cemetery, closed burial ground, allotments, the Town Hall, and to work alongside the groundsperson in the Recreation Ground.

JOB RESPONSIBILITIES

- Inspect and clear litter bins, including emptying litter bins and debris from Parsonage Park open space, Flaxfields End play area, Whitsbury Road open space, Sweatsford Water Meadow, Queens Gardens play area, and Stuckton Road Cemetery.
- Undertake routine grounds maintenance work of all parish owned open spaces and play areas, Stuckton Road Cemetery and the Closed Burial Ground to a safe and tidy standard.
- General maintenance of the “Welcome to Fordingbridge” signs - periodic washing and maintenance of the signs. Strim grass in the surrounding area as required. In the summer, plant out, tend and water flower boxes adjacent to signs
- Maintain, clean and repair the bus shelters on Station Road and Salisbury Street
- General maintenance of the Town Hall: wind the clock every 8 days, carry out general repairs, decorating of toilets, kitchen and offices as directed. Carry out regular inspection of the alarms and emergency lighting.
- Town Hall: set up furniture for Council meetings and events as required.
- Allotments: periodic mowing of paths, maintenance of perimeter fencing and gates.
- Fred’s Patch open space: general maintenance to include weeding and tidying up of shrubs as required.
- Tractors and grass cutting equipment: maintain, including oil change and greasing, as required.
- To work with the groundsperson at the Recreation Ground as required:
 - Property: general maintenance and repairs to sports pavilion and public toilets; annual painting of play equipment as directed.
 - Grass cutting and hedge cutting: general, to include the Memorial Gardens, hand mowing and strimming, as required
 - Pitch marking: work with the groundsperson with weekly pitch marking in the winter months, if required.
 - Sports equipment: work with the groundsperson in erection and taking down, as required.

- Erection of seats and signs around the town, as directed. Inspection and routine maintenance of same.
- Keep the footpath between Fordingbridge Junior School and Whitsbury Road mown and tidy as required.
- Maintain and regularly inspect all parish owned play areas outside the Recreation Ground, benches and other street furniture as required.
- Keep up to date records of play equipment and bench inspections
- Report any dangerous trees to the Town Clerk
- Work in partnership with the groundsperson to ensure the smooth running of the Recreation Ground and other open space areas throughout the parish providing cover during annual leave, weekends and public holidays.
- Drive vehicles and equipment as required for grounds maintenance operations, following procedures to ensure the safe use and operation of all equipment and machinery used in grounds maintenance.
- Inform the Town Clerk and where appropriate, take corrective action on mechanical defects or breakdown of equipment.
- Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances.
- Promote the Health and Safety of self and others.
- Report and record accidents and emergencies as directed.
- Ensure work area is kept clean, tidy and secure at all times.
- Establish and maintain effective working relationships with managers, colleagues and end users.
- Make recommendations to the Town Clerk regarding improved work systems, labour and machinery utilisation.
- Liaise with and maintain effective relationships and communication with open space users to ensure smooth operation of events and activities.
- Other general maintenance tasks, as directed by Town Clerk.