

Skegness Town Council

Senior Ground Maintenance Assistant – Full Time Annualised Hours 1924 hours per annum.

Salary: £16491 - £16781 (Scale Points 13-14), plus contributory pension and 21 days annual leave increasing to 25 days after 5 years' service.

Job Summary: – Taking a supervisory role supporting grass cutting of Amenity Verges in Skegness. You will also assist with other grounds maintenance in the Town Council's cemetery, closed burial grounds and other sites in and around Skegness.

The job involves undertaking physically demanding work out of doors in all weather. You will need to be flexible in your working pattern, with the likelihood of longer hours in spring/summer to meet the demands of the job and fewer hours in the winter totalling 1924 hours. You will be expected to take most of your leave during quieter periods. Your pay will be evenly distributed across the year.

Expected Start Date January 2018

Ground Maintenance Assistant – Part Time Annualised Hours 1326 hours per annum.

Salary: £10507 for 1326 hours per annum (based on Scale Point 8), plus contributory pension and 21 days annual leave increasing to 25 days after 5 years' service (applies to full time post, part time position will be pro-rata).

Job Summary: – Grass cutting of Amenity Verges in Skegness. You will also assist with other grounds maintenance in the Town Council's cemetery, closed burial grounds and other sites in and around Skegness.

The job involves undertaking physically demanding work out of doors in all weather. You will need to be flexible in your working pattern, with the likelihood of longer hours in spring/summer to meet the demands of the job and far fewer hours in the autumn/winter totalling 1326 hours. You will be expected to take most of your leave during the winter. Your pay will be evenly distributed across the year.

Expected Start Date March 2018

Apprentice Grounds Maintenance Assistant

Skegness Town Council is offering an Amenity Horticulture Level 2/3 (Work-based) Apprenticeship.

During your training and work, you will have the opportunity to develop your skills in areas such as:-

- Health & safety in the working environment
- Establishment of plants outdoors
- Maintenance of plants outdoors
- Care of grassed areas
- Machinery maintenance and repair
- Cemetery work
- Working with others

Salary: Statutory Minimum wage for apprentices will apply - according to age.

You will be required to attend college in Lincoln up to one day per week, but will usually be learning by assisting our Grounds Maintenance team with a range of outdoor horticultural duties in Skegness. The work will be physically demanding and outdoors in all weather.

Expected Start Date April 2018

An application pack containing background information, job description, person specification and details of how to apply can be downloaded from the Council's website at www.skegness.gov.uk.

Alternatively, telephone 01754 766113 between 10am and 4pm or email info@skegnesscouncil.org.uk and ask for an application pack. Please note packs can take 2-3 working days to arrive.

The Closing Date for all posts is: Noon .

Job Description

Grounds Maintenance Assistant (Part time 1326/1924 - Annualised Hours)

Reports to: Senior Ground Maintenance Assistant

Main Purpose: To carry out duties associated with the cutting of amenity grass verges and to undertake maintenance of cemeteries and other council controlled properties as required.

General Requirements (this is not intended to be an exhaustive list):

1. To carry out duties in a safe manner and in accordance with the Council's methods of work.
2. To maintain good relationships with the public and other workers.
3. To preserve an appropriate and dignified attitude at all times.
4. To undertake work outside in all weathers

Duties

5. To carry out daily checks on machinery, plant and vehicles to ensure that everything is in working order before operating them and reporting any fault or defect to the Senior Grounds Maintenance Assistant or Foreman.
6. To undertake grass cutting, litter picking, path clearing, hedge cutting, cleaning, inspections or any other required maintenance work in accordance with the Council's specifications and methods of work, at the cemetery or at other locations in and around Skegness.
7. To assist in the preparation of graves for funeral services in accordance with Council procedures.
8. To clean toilet facilities as required. To clean and replenish toilet roll, soap and towel dispensers.
9. To clean and maintain all plant, tools and equipment for the purpose of the job, ensuring good housekeeping and security of all such stocks.
10. To carry out miscellaneous improvements works including but not limited to fencing, painting, maintenance and installation of benches.
11. To undertake training and gain certification as required by the job from time to time.
12. Drive Council vehicles including vans, ride-on mowers etc
13. To participate in a Performance, Review and Development meeting and undertake a plan of training where necessary.
14. To undertake any other duties as considered appropriate to the post, which may be assigned by the Foreman, Town Clerk or Deputy Town Clerk.

15. Due to the nature of this position, the post holder may be required to work evenings/weekends and/or bank holidays sometimes at short notice.

All employees will ensure that they;

- Take care of their own safety and that of others including wearing Health and Safety Equipment that is provided.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Do not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

Annualised Working Hours

You will work a minimum 1326 hours per year. It is expected that the bulk of these hours will be completed during the period March to October in accordance with the grass cutting requirements. However, you will be paid at an even rate each month throughout the year regardless of the number of hours you work in a particular month, unless you exceed the minimum hours. For example, in May you may need to work considerably more hours, whilst in December you may not be required to work at all.

This type of work is sometimes weather dependent and working times may need to be rearranged at short notice.

Annual Leave

You will accrue annual leave pro-rata to the number of hours worked. It is an expectation that annual leave will mostly be taken out of the busy periods to fit in with the demands of the job. Leave during any of the summer months will require cover to be arranged within the overall Grounds Team and agreed well in advance with the Foreman and Town Clerk or Deputy Town Clerk.

Person Specification for Grounds Maintenance Assistant

Heading	Essential (you must have these to apply)	Desirable (nice to have but can be learnt on the job if you do not have them)
Experience	<ul style="list-style-type: none"> • Previous experience of working outdoors throughout the year • Experience of undertaking physical labour on a regular basis 	<ul style="list-style-type: none"> • Previous experience of working in cemeteries • Experience of grave digging • Experience of using mechanical grass/brush cutters/hedge cutters
Skills	<ul style="list-style-type: none"> • Full driving license • Effective communication • Able to work effectively as part of a team 	<ul style="list-style-type: none"> • Chain saw certificate • Horticultural knowledge • General building/mechanical skills
Qualities	<ul style="list-style-type: none"> • Taking pride in your work • Reliable, dependable and trustworthy • Flexible to the demands of the job including the willingness to work weekends or evenings when required • Self-motivated • Sympathetic to others and able to behave sensitively. • Willingness to learn and undertake training 	
Other	<ul style="list-style-type: none"> • Ability to carry out physical tasks including heavy 	

	<p>manual work on a daily basis</p> <ul style="list-style-type: none">• Able to follow instructions and follow procedures• Willingness to wear protective clothing	
--	---	--

DRAFT

Job Description

Senior Grounds Maintenance Assistant (Full Time 1924 Annualised Hours)

Reports to: Foreman

Main Purpose: To organise, supervise and carry out duties associated with the cutting of amenity grass verges and to assist with maintenance of cemeteries and other council controlled or properties as required.

General Requirements (this is not intended to be an exhaustive list):

1. To carry out duties in a safe manner and in accordance with the Council's methods of work.
2. To maintain good relationships with the public and other workers.
3. To preserve an appropriate and dignified attitude at all times.
4. To undertake work outside in all weathers

Duties

5. To organise and supervise the work of the Grounds Maintenance Assistants.
6. To plan grass cutting schedules and to agree daily working patterns with the Grounds Maintenance Assistants and the Foreman.
7. To carry out daily checks on machinery, plant and vehicles to ensure that everything is in working order before operating them and reporting any fault or defect to the Foreman.
8. To undertake grass cutting, litter picking, path clearing, hedge cutting, cleaning, inspections or any other required maintenance work in accordance with the Council's specifications and methods of work, at the cemetery or at other locations in and around Skegness.
9. To assist in the preparation of graves for funeral services in accordance with Council procedures.
10. To clean toilet facilities as required. To clean and replenish toilet roll, soap and towel dispensers.
11. To clean and maintain all plant, tools and equipment for the purpose of the job, ensuring good housekeeping and security of all such stocks.
12. To carry out miscellaneous improvements works including but not limited to fencing, painting, maintenance and installation of benches.
13. To undertake training and gain certification as required by the job from time to time.
14. Drive Council vehicles including vans, ride-on mowers etc

15. To participate in a Performance, Review and Development meeting and undertake a plan of training where necessary.
16. To undertake any other duties as considered appropriate to the post, which may be assigned by the Foreman, Town Clerk or Deputy Town Clerk.
17. Due to the nature of this position, the post holder may be required to work evenings/weekends and/or bank holidays sometimes at short notice.

All employees will ensure that they;

- Take care of their own safety and that of others including wearing Health and Safety Equipment that is provided.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Do not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

Annualised Working Hours

This is a full-time post working 1924 hours per year. It is expected that more of these hours will be completed during the period March to October in accordance with the grass cutting requirements. However, you will be paid at an even rate each month throughout the year regardless of the number of hours you work in a particular month, unless you exceed the minimum hours. For example, in May you may need to work considerably more hours, whilst in December you may not be required to work as many.

This type of work is sometimes weather dependent and working times may need to be rearranged at short notice.

Annual Leave

It is an expectation that annual leave will mostly be taken between November and February to fit in with the demands of the job. Leave outside of this time will require cover to be arranged within the overall Grounds Team and agreed in advance with the Foreman and Town Clerk or Deputy Town Clerk.

Person Specification for Grounds Maintenance Assistant

Heading	Essential (you must have these to apply)	Desirable (nice to have but can be learnt on the job if you do not have them)
Experience	<ul style="list-style-type: none"> • Previous experience of working outdoors throughout the year • Experience of undertaking physical labour on a regular basis • Experience of using grass cutting machinery 	<ul style="list-style-type: none"> • Previous experience of working in cemeteries • Experience of grave digging • Experience of using hedge cutters and other mechanical tools
Skills	<ul style="list-style-type: none"> • Full driving license • Effective communication • Able to work effectively as part of a team • Able to organise the work of others 	<ul style="list-style-type: none"> • Chain saw certificate • Horticultural knowledge • General building/mechanical skills
Qualities	<ul style="list-style-type: none"> • Taking pride in your work • Reliable, dependable and trustworthy • Flexible to the demands of the job including the willingness to work weekends or evenings when required • Self-motivated • Sympathetic to others and able to behave sensitively. • Willingness to learn and undertake training 	
Other	<ul style="list-style-type: none"> • Ability to carry out physical tasks including heavy 	

	<p>manual work on a daily basis</p> <ul style="list-style-type: none">• Able to follow instructions and follow procedures• Willingness to wear protective clothing	
--	---	--

DRAFT