



**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

Job Description

Post Title: Groundsperson/Street Operative

Grade: £19,698 to £20,903(Spinal Column Point 6 to 9)

Reporting to: Head of Environmental Services

1. Job purpose

To carry out as directed routine tasks of street cleansing, groundsmanship, horticulture and maintenance at all sites under the control of the Town Council.

2. Main duties and responsibilities

- 2.1 Carries out as directed all tasks of routine street cleansing, groundsmanship including watering, fertilising mowing, weed killing and general husbandry to meet defined standards.
- 2.2 Operates as directed all machinery, tools and plant used in tasks of routine street cleansing and groundsmanship to meet defined standards.
- 2.3 Assists as directed with routine tasks of horticulture.
- 2.4 Assists as directed with minor improvement schemes carried out on sites within the control of the Town Council.
- 2.5 Assists other staff in works of a technical nature arising from the management of sites within the control of the Town Council.
- 2.6 Assists as directed with the collection and delivery of plant and machinery and any other supplies to any sites within the control of the Town Council.
- 2.7 Assists as directed with the routine maintenance of plant and machinery as part of the ongoing machinery maintenance programme.
- 2.8 Assists as directed with the summer and winter maintenance programme of sites and buildings within the control of the Town Council.

- 2.9 Assists as directed with the Christmas lights programme.
 - 2.10 Carries out as directed duties of Park Warden in John Coles Park, including enforcement of Park By Laws and security duties.
 - 2.11 Supervises part time Park Wardens if required to do so.
 - 2.12 Assists as directed clubs and societies which use John Coles Park to obtain enjoyment of the facilities and safe use of them.
 - 2.13 Assists as directed with the organisation of the Fun Day in John Coles Park.
 - 2.14 Assists as directed with the checking, safety and maintenance of all Play Areas operated by Chippenham Town Council.
3. Special conditions of post
- 3.1 To work on any 5 days in any 7 days if required to do so without enhancement, except for any Bank Holidays worked within the total of 37 hours per week.
 - 3.2 To undertake duties at any site operated by the Town Council to include some weekends and Bank Holidays as required.
 - 3.3 To be included on a rota for call outs in any emergency affecting any site under the control of the Town Council.
 - 3.4 To be appointed a key holder for facilities as required.
 - 3.5 To be trained to the appropriate level to assist with minor repairs of machinery and equipment.
 - 3.6 To undertake duties of Park Warden in John Coles Park if required to do so, including some weekends and Bank Holidays.
 - 3.7 To be available, subject to operational requirements, to undertake any relevant training course as required.
4. Contacts
- 4.1 General public
Other Council staff
Councillors
 - 4.2 Members of the public, clubs and societies using John Coles Park and other Town Council sites.
 - 4.3 Contractors and suppliers.
 - 4.4 Members of the Town Council in accordance with the approved Protocol.

5. Health and safety

The postholder must take reasonable care for the health and safety of themselves and any other persons who may be affected by their work.

6. Other duties

The postholder will undertake any other duties required by the management of the Town Council which are applicable to the grading/nature of the post and which do not change the general character of the duties or the level of responsibility entailed.

Person specification

Essential skills and qualifications:

Experience in use of relevant machinery
Flexible approach to work
Excellent timekeeper
Driving licence

Desirable skills:

Experience and interest in groundsmanship.