

DURSLEY TOWN COUNCIL

Grounds Team Duties / Job Description

This is a new, full time post, for an Assistant Amenity Grounds Person. The appointment will become permanent subject to a satisfactory 3-month probationary period. Working solely for Dursley Town Council, you will be part of a small team, led by the Senior Amenity Grounds Person whom you will receive daily instructions. Your line manager will be the Town Clerk.

LIST OF TASKS

The list of tasks below is not exhaustive as additional work is anticipated.

War Memorial Recreation Ground:

- Maintenance of the grassed areas – mowing contracted out
- Maintenance of the tennis courts and fencing.
- Maintenance of the pavilion
- Daily inspection of all play equipment
- Maintenance of all play equipment
- Maintenance of the boundary hedges, gardens, trees, fences, signs and gates; trimming, weeding and painting where necessary.
- Pick up litter and empty refuse bins as necessary.
- Reading electricity, gas and water meters.
- Assist and liaison with hirers e.g. Circus

Kingshill Play Park & Highfields Play Area

- Pick up litter and empty refuse bins as necessary.
- Maintenance of the grassed areas
- Daily / weekly / monthly inspection of all play equipment and record keeping
- Maintenance of all play equipment.
- Maintenance of the boundary hedges, gardens, trees, fences, signs and gates; trimming, weeding and painting where necessary.
- Pick up litter and empty refuse bins as necessary
- Supervising / liaison with outside contractors
- Daily check of BMX track (Highfields only)

Town Centre Amenity Areas

- Maintenance of Council owned noticeboards, roadside seats and litter bins; to repair and refix, if practicable, any damaged ones; to weed in their immediate vicinity.
- All garden areas: to carry out weeding, planting, fertilising, pruning and spraying as necessary.
- Watering of community planters and hanging baskets as directed by the Town Clerk.
- The Broadwell: to clear the rubbish from the watercourse whenever necessary.
- All amenity areas to be kept free of litter and weeds.

Bus Shelters

- To regularly clean, repair and paint as required.
- To remove litter.

Twinberrow Woodlands

- To remove litter and minor obstructions.

Allotments

- To maintain the boundary.
- To carry out repairs, when necessary, to the water supply.
- To keep the paths tidy.
- To replace any missing allotment numbers.

Kingshill Cemetery

- To cut all the grass including the bank outside the railings and keep litter free.
- To carry out weeding, planting, pruning and spraying where necessary.
- To maintain the Garden of Rest areas, including weeding and planting.
- To keep the boundaries, including railings, in good repair.
- To maintain trees as directed by the Council.
- To keep the Cemetery building clean, tidy and in good repair.
- To keep the compound tidy.
- To mark the position of new graves for the Funeral Directors' gravediggers.
- To check the depth of new graves.
- To supervise burials and/or interment of ashes.
- To carry out memorial safety checks on an annual basis, and maintain records.
- To lay down unsafe memorials.
- To open and close cemetery gates and toilet on a daily basis.
- To maintain and clean cemetery toilet.

St Mark's Cemetery

- To cut all the grass and keep litter free
- To carry out weeding, planting, pruning and spraying where necessary.
- To keep the boundaries, including railings, in good repair.
- To maintain trees as directed by the Council.
- To supervise interment of ashes.
- To carry out memorial safety checks on an annual basis, and maintain records.
- To carry out specific project work and bring all areas of the burial ground back under control.

Other Duties

- Providing holiday/sickness cover for the Senior Grounds Person.
- Weekend Litter Collection at WMRG, Kingshill Play Park and Highfields Play Area.
- Removal of graffiti on Council property.
- Liaison with Community Payback team.
- Visual check for damage after storms.
- Gritting pavements and footpaths (icy conditions).
- Liaison with annual events organisers e.g. Festive Dursley, Dursley Carnival.
- Handy man repairs and routine maintenance at The Vibe Youth Centre.
- Vehicle and equipment maintenance checks.