

SKIPTON TOWN COUNCIL

Job Description

Post Title: Grounds Maintenance (37 hours)

Reporting to: Estates Supervisor

Responsible for: -

Main Purposes of Role

- To assist in the routine inspection, maintenance, repair and development of the Council's public estate.
- To help to maintain the equipment and facilities at the Council's East Castle Street Depot.
- To deal with any queries raised by members of the public while on site, either directly or by reference to the appropriate authority.

Main Duties

Recreation Grounds & Play Areas

- At least fortnightly throughout the growing season strim and hand mow grassed areas and around margins and obstructions as directed.
- At least twice a year apply timber treatment to all fencing, benches, tables, and other wooden surfaces as required.
- As required, and as resources allow:
 - Assist in the completion of basic repair and maintenance tasks on the Council's leisure assets (including but not restricted to fences, walls, railings, gates, signs, paths, roadways, waste bins, planting, car parking areas, drainage and water distribution systems, children's play equipment, and play area safety surfaces).
 - Power-wash children's play area safety surfaces.
 - Help to maintain trees, shrubs and hedges as directed.
 - Help to repair all areas of damaged and degraded turf, including but not restricted to playing fields and grass banking.

- Safely remove non-hazardous litter and fly-tipped waste to the local waste collection as directed.
- Remove graffiti from fences, walls, gates, bins, play equipment, and other surfaces.
- Help to complete, in accordance with manufacturers' instructions where appropriate, all required routine operational maintenance tasks (including but not restricted to lubrication, repainting, restoration, and the repair and replacement of parts) and where directed complete any non-routine work required to address operational or safety issues identified as part of the weekly inspection.
- Once a quarter lubricate all locks and gate hinges as directed.

Highways & Wilderness Nature Reserve

- Once a month:
 - Mow all grass verges maintained by the Council with a ride-on mower and trailer, where possible and as required.
 - Strim and hand-mow all other grass verges maintained by the Council, including around margins and obstructions, as required.
- Once a quarter lubricate all locks and gate hinges as directed.
- At least twice a year apply timber treatment to all fencing, benches, tables, and other wooden surfaces as directed.
- As required, and as resources allow:
 - Help to complete basic repair and maintenance tasks on, and minor installations and additions to, the Council's highways assets (including but not restricted to fences, walls, railings, gates, signs, paths, roadways, waste bins, planting, car parking areas, and drainage and water distribution systems.
 - Power-wash and apply anti-mould treatments to all commemorative plaques, statues, memorials, and road signs maintained by the Council.
 - Help to maintain trees, shrubs and hedges on the Council's highways estate, as directed.
 - Help to repair all areas of damaged and degraded turf, including but not restricted to grass banking.

- Safely remove non-hazardous litter and fly-tipped waste as directed.
- Remove graffiti from fences, walls, gates, bins, and other surfaces.
- Apply 'road salt' in icy weather to trackways and footpaths controlled by the Council.
- Maintain the spray-painted asset numbers on Council-controlled streetlights.

Churchyards and Closed Burial Grounds

- Once a quarter lubricate all locks and gate hinges as directed.
- At least twice a year apply timber treatment to all fencing, benches, tables, and other wooden surfaces as required.
- As required, and as resources allow:
 - Help to complete basic repair and maintenance tasks on, and minor installations and additions to, the Council's churchyards and burial ground assets (including but not restricted to fences, walls, railings, gates, signs, paths, roadways, waste bins, planting, car parking areas, and drainage and water distribution systems.
 - Power-wash and apply anti-mould treatments to all commemorative plaques, statues, memorials, and signs maintained by the Council.
 - Help to maintain trees, shrubs and hedges as directed.
 - Safely remove non-hazardous litter and fly-tipped waste as directed.
 - Remove graffiti from fences, walls, gates, bins, and other surfaces.

Allotments

- Help to maintain footpaths and parking areas on the Council's allotments sites.
- Help to prepare neglected and abandoned plots for letting, as directed.
- Help to repair and refurbish drainage systems, as directed.
- Remove litter and fly-tipped waste as directed.
- Lubricate locks and gate hinges.

- Remove graffiti.
- Help to repair communal gates and fences, as directed.
- Help to repair water supply systems, as directed.
- Maintain communal compost heaps.
- Keep roadways clear and, in winter, ice-free.

Coach Street Toilets

- As required, and as resources allow:
 - Help to complete basic repair and maintenance tasks.
 - Power-wash all relevant surfaces as required.
 - Safely remove non-hazardous litter and fly-tipped waste as directed.
 - Remove graffiti from walls and other surfaces.
 - Apply 'road salt' in icy weather to access paths as required.

Skipton Market

- Help to complete basic repair and maintenance tasks as required.

General Duties:

- To undertake such other duties and responsibilities as may be reasonably required, and which are consistent with the general level of responsibility of this role and the needs of the Council.
- To attend meetings of the Council and its Committees as appropriate.
- To maintain personal and technical development to meet the changing demands of the job, and to participate in appropriate training activities.
- To establish and maintain effective working relationships within and outside the organisation.
- To uphold the Council's core policies and procedures.

Contacts

The post-holder will be required to present an appropriate, positive, image of the Town Council, dealing with all contacts in a professional and respectful manner.

Internal Contacts: Councillors, Members of the Council's Management Team, Other members of Town Council staff.

External Contacts: Contractors, Suppliers, Representatives of Partner Organisations and other Local Authorities, Members of the Public.

Notes

The Town Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The post may include some evening, weekend and Bank Holiday work.

The postholder will be required to undertake appropriate training in connection with any aspect of the job role.