

Job Description

SERVICE DELIVERY GENERAL ASSISTANT (GROUNDS MAINTENANCE)

Hours:	37 hours per week variable as required over 7days.
NJC scale:	NJC 7-9
Responsible to:	Service Delivery Manager & Assistant Service Delivery Manager.
Purpose of job:	To maintain all Town Council grounds to a high standard, including Churchtown Cemetery and St Stephens Churchyard. On occasion to cover other duties, including weekend shifts on the Town Centre Cleaning Rounds, as specified in the Service Delivery General Assistants rota.
Place of Work:	Your normal place of work is Longstone Depot, Glebe Avenue, Saltash. However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs.

TASKS.

1. To maintain the annual floral bedding displays throughout the Town Centre – planting, dead heading, restock if required, weeding and irrigation.
2. To maintain the Summer Hanging Baskets throughout the Town Centre and the Waterfront – installation, restock if required and irrigation.
3. To maintain grass areas as specified with ride-on mowers, pedestrian mowers and brush cutters – cut and collect / cut and drop.
4. To maintain shrub borders and specified – pruning to flowering seasons, weeding, restock plants, maintaining weed free, reforming edges.
5. To maintain Hedgerows as specified – pruning with mechanical and non-mechanical equipment.
6. To remove leaves and other detritus as required.
7. Maintain public pathways – pruning back of hedges and undergrowth and clearance of detritus as specified.
8. To undertake herbicide application to specified areas where qualified – lawns, hard surfaces, streets.
9. To undertake Safety Inspections of play area equipment to RoSPA specified criteria.
10. To assist with Hard and/or soft Landscaping projects on occasion.
11. To undertake small arboriculture works on occasion where qualified.

12. To maintain clear and safe pedestrian access to all STC buildings, land and facilities in adverse weather conditions (e.g. clearing snow, gritting etc.)
13. To deliver a routine and seasonal grounds maintenance and horticultural services for the Town Council.
14. To undertake cleaning as directed of all grounds, property and facilities including emptying bins, public toilets and placing refuse out for collection.
15. Supervise Funerals at Churchtown Cemetery and St Stephens Church where qualified as required.
16. To drive, operate and maintain vehicles and machinery where qualified as required.
17. To assist with town events as required.
18. To provide absence cover for staff and provide relief cover for staff at all STC sites, grounds or premises as required.
19. To undertake works, maintenance and repairs as may be required to council property, land and equipment.
20. To be responsible for security of premises, including safe custody of keys and setting of security alarm.
21. To monitor and report stock levels of consumable items such as fuel, herbicide, grit, toiletries, light, bulbs/tubes and arrange to replenish supplies in accordance with current procedures and COSHH regulations.
22. To report emergencies in the case of faults with gas, electric and water supply to a Line Manger or where not immediately available the Senior Member of Staff or regular contractors.
23. To liaise with personnel visiting any site such as service providers/contractors and ensure their health and safety compliance.
24. To ensure that the Council's Health and Safety/Maintenance inspections and records and Risk Assessments are recorded and maintained for all buildings, land and services.
25. To practice and ensure compliance by yourself and others of all Health and Safety Regulations Codes of Practice when on or working on STC premises, facilities or land.
26. To ensure all lift and plant equipment is efficiently and effectively operated and maintained.
27. To observe safe working practices in carrying out required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
28. To report any faults with gas, electric and water supplies to your line manager.
29. To undertake training in line with the Health and Safety at Work Act 1974 and any other training as considered appropriate.

30. To operate in accordance with the diverse needs of the community to ensure equal access to service.
31. To work in accordance with the Town Council's policies and procedures.
32. This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.
33. Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.