



## **JOB DESCRIPTION**

**Post title:** Grounds/Maintenance Person

**Salary:** £26,000-£28,000 per annum according to experience and qualifications, Public Sector Pension.

**Accountable to:** The Town Clerk.

**Location:** West Mersea Town Council, 10 Melrose Road, West Mersea, Colchester, Essex, CO5 8JD.

**Objective:**

West Mersea Town Council strives to provide the community of West Mersea with good quality services and to maintain these services to a high standard. The Town Clerk will ensure the delivery of these services.

**Working Relationship:**

Close working relationships will be maintained with the Town Clerk, the Senior Ground/Maintenance Person, Office staff, members of the Council, other Councils, and statutory and non-statutory groups.

**Overall Responsibilities:**

The Grounds/Maintenance Person is responsible for carrying out a range of maintenance and groundskeeping duties across the Council's outdoor spaces including public parks, playing fields, cemeteries, meadows, car parks, allotments as well as maintenance and repair of assets and buildings, ensuring that they are maintained to a high standard and are safe and welcoming for members of the public. Working within West Mersea Town Council's policies and Health and Safety rules and regulations.

**Key Duties and Responsibilities:**

- Carry out a range of maintenance and grounds keeping duties, including mowing, strimming, hedge cutting, litter picking, weed killing, repair and maintenance work to buildings and assess other tasks as required.
- Carry out regular inspections of Council owned assets, identifying and reporting any issues or hazards that may require attention.
- Ensure that all Council owned green spaces are maintained to a high standard and are safe and welcoming for members of the public.
- Assist with the preparation and maintenance of sports pitches if required.
- Operate and maintain a range of grounds maintenance equipment, including mowers, strimmers and hedge cutters, ensuring that they are kept in good working order.
- Assist with the delivery of horticultural projects and initiatives, including the planting of new trees and shrubs, and the installation of new seating and other amenities.
- Liaise with other Council staff, Councillors and external contractors as required, ensuring that work is co-ordinated effectively and that issues are resolved promptly.
- Ensure all Health and Safety regulations are adhered to, and appropriate risk assessments are carried out.
- Undertake any other duties as may be reasonably required.

**Supervision and Guidance:**

The job is essentially supervised and workload delegated by the Senior Grounds/Maintenance Person.

**Special Conditions of the Job:**

To undertake job-related training courses as deemed appropriate.

Where conditions of the job require, working outdoors for site visits.

Working within West Mersea Town Council’s policies and Health and Safety rules and regulations.

**Required Skills and Personal Qualities:**

- Ability to be self-motivated and work with minimum supervision.
- To promote the Council and to uphold and maintain a good reputation of the Council within the wider community.
- To work as a part of the West Mersea Town Council team.

**PERSON SPECIFICATION**

| Skills & Activities  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Ability to complete basic paperwork.</li> <li>• Ability to communicate in a polite and effective manner with members of the public, staff and Council.</li> <li>• Understanding of Health and Safety rules and regulations.</li> </ul>  |  |
| Experience   |  |
| <ul style="list-style-type: none"> <li>• Grounds keeping and grounds maintenance.</li> <li>• Building maintenance.</li> <li>• Maintenance of equipment.</li> </ul>   |  |
| Personal Attributes  |  |
| <ul style="list-style-type: none"> <li>• Communication skills.</li> <li>• Attention to detail.</li> <li>• Organisation skills.</li> <li>• Team working skills.</li> <li>• Creative.</li> <li>• Physical fitness - ability to work outdoors in all weather conditions.</li> <li>• Undertake physically demanding work.</li> </ul> |  |

## **ROLES AND RESPONSIBILITIES OF THE COUNCIL**

West Mersea Town Council is a local government body that represents the interests of residents within the West Mersea parish boundaries. The council's responsibilities include managing local amenities, providing community services, and representing the views of the local community to higher tiers of government.

The councillors of the West Mersea Town Council are elected by residents of West Mersea and serve as representatives of their communities. They work together to make decisions on matters such as planning applications, local events, and the maintenance of public toilets, allotments, play areas, open spaces, street furniture and other fixed assets. Councillors also act as a point of contact for local residents to raise concerns, share their views, and receive information about council activities.

In addition, councillors are responsible for ensuring that the council operates in accordance with the law and good governance principles, and that it is financially responsible and accountable to its constituents. They play a crucial role in shaping the future of the local community by representing the interests and views of residents and making decisions that benefit the community as a whole.

The Town Council is composed of nine members. All members are elected for a four-year term. The Chair plus Committee Chairs are appointed at the Town's Annual meeting each May.

The Town Council has a complement of staff based at the Council Office in Melrose Road, West Mersea.

The Full Council convenes at least 11 times annually, typically on a Thursday beginning at 7:00 pm. Committees meet on a regular basis. The times and dates for all meetings can be seen on the website along with agendas and minutes.