



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

GROUNDSPERSON

JOB TITLE:	GROUNDSPERSON
RESPONSIBLE TO:	Groundsperson Team Leader (Sport, Open Spaces or Verges)
RESPONSIBLE FOR:	Volunteers as required.
PURPOSE OF POST:	To assist the Head Groundsperson in ensuring that any land, property, facilities or resources that Cambourne Town Council (CTC) is responsible for now or in the future, either through ownership, lease or on a contractual basis, is maintained and, where possible enhanced, to an agreed high standard.
	Note Items in bold below are delegated from the Town Clerk and become part of the role holder's responsibility
PROFILE	(relevant qualification and experience to do the job competently)
	1 Working or willing to work towards National/Scottish Vocational Qualifications Level 2 Sports Turf Maintenance or IOG Technical Certificate or BTEC First Diploma in Horticulture or City & Guilds National Certificate in Horticulture.
	2 A valid driving licence
OVERALL RESPONSIBILITIES	
	3 Ensuring the maintenance of the Town Council assets as laid out in Appendix A
	4 Liaising with your line manager to plan the necessary objectives that need to be achieved in order to fulfil the purpose of this post.
	5 To assist with the smooth operation of all the functions of the Town Council and to ensure that specific designated areas of work are successfully carried out.
SPECIFIC RESPONSIBILITIES	
	6 Groundsperson will be responsible for the proper care and maintenance of all equipment and materials used in exercising the Council's function over which he has control and for advising the Town Clerk of any necessary repairs or maintenance which may from time-to-time be required.
	7 The ensure the proper care and security of all the Council's assets, property and equipment.

	8	Assisting with checking facilities, plant, buildings and equipment (to an agreed schedule); ensuring safe use/working practices and Health and Safety legislation compliance.
	9	To ensure that the Council's obligations for Risk Assessment are properly met.
	10	To ensure the proper maintenance of all the Council's parks, sports fields, play areas and amenity areas including all associated equipment.
	11	To protect the Council's interests in all matters.
	12	Being fully knowledgeable of the Health and Safety regulations in the area of their responsibility. Possess a thorough understanding of legislation relating to chemicals and dangerous substances. Promote safe working practices at all times.
	13	Compliance with all matters relating to Health and Safety at Work legislation, COSHH regulations and other relevant legislation
	14	Assisting with, and conducting appropriate risk assessments, develop contingency plans and be able to respond to emergencies. Actively promote safe practices of self and others. Respond to emergencies by using emergency equipment and calling for assistance.
OTHER DUTIES:		
	15	Assisting as required at Town Council and other community functions, including - setting up and maintaining road closures and other duties that may be reasonably required. Outside normal working hours
	16	Assisting in ensuring an effective programme of snow clearance and winter gritting is implemented. Outside normal working hours
	17	Undertaking any other appropriate duties as determined from time to time by the Town Clerk to achieve the aims and requirements of the Town Council.
	18	To attend such training sessions as the Town Council may from time-to-time arrange in connection with these duties and with Health and Safety at work, fire precautions and action etc, Control of substances Hazardous to Health etc.
EQUIPMENT		
	19	The Town Council will be responsible for the provision of all necessary protective clothing to comply with the Health and Safety at Work legislation in force from time-to-time and it will be the responsibility of the Groundsperson to use and maintain such protective clothing and equipment in the proper manner. The Town Council will provide all necessary tools to allow the Groundsperson to undertake his duties, either directly or by contract, and these will be cared for and maintained by the Groundsperson in a proper manner at all times and will be used only for the purposes for which they are designed except by prior arrangement.
CODE OF CONDUCT		

	20	The Groundsperson will be required to abide by any National Code of Conduct for Local Government Employees that may be adopted by the Council and shall at all times act in a manner such as will not bring disrepute or criticism upon the Council.
	21	To conduct yourself in accordance with the Town Council's Equal Opportunities Policy.

Maintenance of the following areas:

- Village Greens at:
 - Great Cambourne
 - Lower Cambourne
 - Upper Cambourne

- The play areas and equipment within Cambourne including:
 - Great Cambourne Village Green Play Area
 - Lower Cambourne Village Green Play Area
 - Upper Cambourne Village Green Play Area
 - Eco Park kick about area
 - Great Cambourne Cricket Pitch Play Area
 - Skateboard Park
 - Informal MUGA

- Buildings including their car parks, grass areas and flowerbeds thereon:
 - The Hub Community Centre
 - Cambourne Town Office
 - Sports Pavilion
 - Lower Cambourne Cricket Pavilion
 - Great Cambourne Cricket Pavilion
 - Cambourne Sports Pavilion
 - Bowls Pavilion
 - Blue School
 - Cambourne Youth Building

- Sports Facilities including:
 - 3g ATP
 - Tennis Courts
 - MUGA
 - Bowling Green
 - Sports Pitches
 - Lower Cambourne Cricket Square and their outfield (county standard).
 - Great Cambourne Cricket Square and their outfield (county standard)

- Other Areas
 - Eastern Valley Country Park
 - Burial ground on the High Street.
 - Upper Cambourne Village Green Car Park.
 - Ponds and lakes.
 - Drainage ditches (keeping free flowing)
 - Green ways (inc. some managed for wildlife)
 - Brace Dean allotments.
 - Crow Hill allotments.
 - LAP's, POS's and open spaces the Town Council maintains under an agency basis (contract verges, undeveloped land, schools and it becomes more and more every year and not just maintenance it can also include getting land ready for adoption, felling trees and spraying

- All other land and buildings that come into the Town Councils ownership/responsibility.

TO ALL GROUND STAFF JOB DESCRIPTIONS

Below are examples of the type of tasks ground staff are expected to undertake, this is not an exhaustive list and will be added to/removed from as required.

- a) Maintain, improve and create sports pitches and all other land as directed.
- b) Digging by spade or by fork or other suitable implements including hoeing and weeding by hand or implement or spraying or any necessary machinery.
- c) Spraying pesticides, chemicals, etc.
- d) Hedge and verge cutting.
- e) Planting out from pots or trays to flower beds and hanging baskets and maintaining.
- f) Tree planting including the necessary staking and tying and maintaining.
- g) Clear allotments and make good for re-allocation
- h) Periodically arranging/taking soil samples.
- i) Maintaining any ponds and drainage ditches.
- j) Grass cutting, either by hand-held implements or ride on machinery.
- k) Inspecting trees, reporting to Town Clerk and felling and removing dead trees.
- l) Maintaining seats and benches.
- m) Inspecting play equipment and safety surfaces at the Town Councils playgrounds throughout the Town 3 times a week April to September and once a week October to March and maintaining them in a safe and satisfactory condition and reporting any unreparable faults to the Head Groundsperson. Install new play equipment
- n) Periodically inspecting the benches within Town Council ownership, reporting any defects to the Town Clerk and regularly decorating and maintaining seats and fitting new ones
- o) Inspecting and ensuring that life belts are in position at the ponds under the responsibility of the Town Council and reporting any losses/faults to the Head Groundsperson.
- p) The regular collection and disposal of any litter left on the Town Councils land or contract areas.
- q) The collection and disposal of items of rubbish from litter bins on areas within the Town Councils control and the repair and maintenance of such bins and fitting new ones
- r) To fit and maintain dog bins and to empty them weekly or as needed
- s) Undertaking basic repairs and maintenance to Town Council capital assets including those listed in Appendix A.
- t) From time to time build sheds, lay paths, install football pitches, install pond dipping platforms, create burial grounds, put up Christmas lights
- u) Creation, repair and maintenance of walls, fences and hard standings in the control of the Council.
- v) Install and remove Christmas lights
- w) Winter gritting and snow ploughing paths and carparks when needed
- x) Remove and shred Christmas trees including those left in the collection compound.



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PERSON SPECIFICATION

Applicants should have the following: (E: essential, D: desirable)

- 1 A full driving licence (E)
- 2 Working or willing to work towards National/Scottish Vocational Qualifications Level 2 Sports Turf Maintenance (D) and experience in grounds maintenance work (E)
- 3 Have achieved GCSE level D or higher in English and Maths.
- 4 Demonstrable experience in at least one building trade (E).
- 5 The ability to regulate workload, be self-administrating and able to work on own initiative (E)
- 6 Experience in the use of equipment such as mowers and other power tools (E)
- 7 The ability to relate to and work well with colleagues and to respond to a changing environment. This might involve the need to undertake/assist with the work of other team members during periods of absence (E)
- 8 A sound knowledge of Health and Safety issues related to grounds maintenance work (E)
- 9 Sound interpersonal skills, including the ability to communicate orally and in writing effectively and sensitively with other staff, elected members, other authorities or bodies and members of the public (E)
- 10 The ability to work to deadlines and to plan work efficiently under pressure (D)
- 11 The ability to work both outdoors and indoors in a variety of circumstances (E)
- 12 The ability to work out of Hours when required (E).
- 13 The ability to assimilate information clearly and concisely and to maintain meticulous records (D)
- 14 The ability to relate well to colleagues and to respond to a changing environment (E).
- 15 A proven record of good attendance and low un-certificated sickness (E).



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Mission Statement

Cambourne Town Council will work with its residents and partners to make Cambourne a great place to live; providing an inclusive, accessible and sustainable environment; supporting and enhancing the local economy and continually reviewing and reducing its carbon footprint.

Objectives

- To develop a Council equipped for sustainable growth,
- Putting our residents at the centre of everything we do,
- To recognise, acknowledge and support the benefits brought by the diversity of our Community,
- To build a cohesive, inclusive community,
- To be a friend to the environment,
- To promote the reduction of the carbon footprint of Cambourne
- To maintain, enhance and promote the use of Open Spaces, Footpaths, Cycle Routes, Playgrounds and Country Parks to develop the health and social wellbeing of residents,
- To continue to develop good relationships and partnerships with local authorities, public bodies, and the private and voluntary sectors.

Cambourne Town Council Mission Statement
Adopted 3rd November 2020



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Cambourne Town Council Staffing Structure 2020-21

