



BLABY
PARISH COUNCIL
SERVING THE COMMUNITY

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JOB DESCRIPTION – GROUNDSTAFF

Job title: Groundstaff

Reports to: Senior Groundsman.

Job purpose: To undertake grounds maintenance and landscape duties under the control of the Head Groundsman.

Job responsibilities:

- 1. General Gardening – Including soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, maintaining flower beds and other garden features as and when required. Lawn maintenance and cultivation. Prepare and plant rockeries, herbaceous borders and shrubberies. Grass cutting, hedge cutting, minor tree work.**
- 2. Recreational Grounds – External checks on play equipment and building facilities. on a weekly basis.**
- 3. Maintaining external entrances, fencing to be repaired and boundaries to be kept clear and free of litter.**
- 4. Using Vehicles & Machinery - Drive vehicles and use equipment as required for grounds maintenance operations including hand tools and basic light machinery, cylinder and rotary mowers, strimmer's & leaf blowers. Adjustments of mower height and quality of cut, etc. Oil level checks and checks for damage to any mower. Inform Senior Groundsman or where appropriate, take corrective action on mechanical defects or breakdown of equipment. Keep the workshop/garages/containers rooms clean and tidy.**
- 5. Health & Safety - Understand and ensure the implementation of the Council's Health & Safety policy. Report any faulty appliances, damaged equipment or any potential hazard. Promote safe working practices at all times.**
- 6. Administration Tasks - Assisting the Senior Groundsman with reports including record keeping and safety documentation.**
- 7. Other tasks may be requested as and when necessary.**