

Broadstone Town Council

Role Profile: Groundsman (Part-Time)

Position: Self Employed Groundsman

Hours: [12] hours per week (flexible, subject to seasonal requirements)

Compensation: To be agreed

Responsible to: Town Clerk

Purpose of the Role

To maintain and improve the appearance, safety, and usability of the area as directed by the clerk, ensuring that all areas are maintained to a high standard for residents and visitors.

Key Responsibilities

- General repairs to small assets
- General repairs to the office (once established)
- Allotments:
 - Monthly inspections.
 - Grass cutting, strimming and general grass maintenance – Monthly cut to driveway and shared space (car parking area)
 - Hedge annual maintenance.
 - Tidy individual allotments as and when they become vacant and make them suitable for a new plot holder.
- Empty any litter bins in places where bins are needed but BCP will not empty. (Off the beaten track!). NOTE: The responsibility for bins generally, remains with BCP Council
- Visit playparks regularly to ensure they are clean and fit for use. NOTE: The responsibility for safety and maintenance remains with BCP Council.
- Graffiti cleaning
- Poo bins - only when overflowing. Note: The responsibility for emptying poo bins remains with BCP Council, but where we know they are overflowing we should clear (not empty the entire bin) the area until BCP attend.
- Watering – Work with Broadstone in Bloom to ensure plants are watered regularly enabling a greater range of species to be planted.
- General cleaning and tidying of Broadstone as directed.
- Ensuring all road signs are clean and visible.
- Litter picking. Any remaining time within the contracted hours should be filled by general litter picking.
- Cemetery and memorial ground maintenance, including grass cutting and general upkeep. NOTE: This is currently a BCP Council responsibility so this would only kick in following our detailed discussions with BCP Council.
- Assisting with preparation of Council events and community activities when required.
- Working in accordance with health and safety procedures and risk assessments

Person Specification

Role Requirements

- Experience in grounds maintenance, landscaping, horticulture, or a similar role.
- Ability to operate grounds maintenance equipment safely and effectively.
- Good practical maintenance skills.
- Ability to work independently with minimal supervision.
- Physically fit and capable of carrying out outdoor manual work in all weather conditions.

- Understanding of health and safety requirements.
- Basic maintenance or handyman skills.
- Full UK driving licence.

Working Conditions

- The role involves outdoor working throughout the year.
- Some flexibility may be required during seasonal periods of , for example, rapid grass growth, adverse weather, or special Council events.

General

The post holder may be required to undertake other duties reasonably associated with the role and commensurate with the role of Council Groundsman.

Recommendation: The Clerk commence searching for a suitable trades person to fill the role