



**GROUNDS AND MAINTENANCE MANAGER**  
**Full Time Contract (37 hours per week)**  
**NJC 18 - 23 £29,269 - £32,076 FTE p.a.**

**Date of Job Description:** October 2024

<b>Job Title:</b> Grounds and Maintenance Manager	<b>Reportable to:</b> Parish Clerk
<b>Line Manager To:</b> Caretaker and Assistant Caretaker	<b>Location:</b> Based at Beacon Hall but job role covers various sites across the parish
<b>Contract Type:</b> Permanent Full Time	<b>Hours of Work:</b> 37 hours per week at times agreed with the Clerk/Council. Some flexibility to support holiday cover and events.
<b>Holidays (pro-rata):</b> 8 bank holidays; 2 extra statutory days; Annual Leave of 21 days with 4 additional days after not less than 5 years continuous service. A further 1 day following annual salary review 2022/23.	<b>Pension:</b> Local Government Pension Scheme (Avon Pension Fund)
<b>Probation Period:</b> Six months from date of appointment for new appointees.	<b>Qualifications Required:</b> Full driving licence (with towing capability) Chapter 8 Signing, Lighting & Guarding* Emergency First Aid at Work* Register of Play Inspectors Outdoor Operational Certificate* Experience of horticulture, ground and property maintenance is essential. Previous supervisory or managerial experience.
<b>Exempt/Not Exempt from Rehabilitation of Offenders Act 1974?</b> Not exempt – all convictions to be disclosed.	<b>DBS Check Required?</b> Yes

\*If not already obtained, these qualifications can be obtained within the role to be actioned within the probationary period. The Council will fund the training courses and support the Grounds & Maintenance Manager to complete these qualifications within the designated timescale.

Please Note:

- Some of the duties listed below may be affected by seasons/weather.
- During times of absence an Acting Deputy for the Clerk may be required, this person will be nominated by the Clerk or Chair of the Staffing Committee or Chair of the Council.

**Specific Responsibilities:**

**Purpose of the role:**

1. To oversee the Grounds Maintenance Team under the direction of the Parish Clerk.
2. To ensure all grounds maintenance tasks are completed efficiently, meeting high-quality standards, within set timelines, and in a cost-effective manner.

**Duties and Responsibilities:**

1. Grounds Maintenance and other Responsibilities

- 1.1 Ensuring that all duties are completed by you or your team, as detailed in the task list.
- 1.2 Use and management of vehicles and equipment in accordance with routine



operational requirements.

- 1.3 Administrative tasks associated with the post.
- 1.4 Attending and providing support to Council events outside normal working hours, as requested by the Parish Clerk.
- 1.5 Carrying out any other reasonable duties as required

## 2. Managerial Responsibilities

- 2.1 Leading the team in carrying out tasks, ensuring that the team's workload is prioritised effectively.
- 2.2 Ensuring that the team works efficiently, and service improvements are identified and implemented.
- 2.3 Ensuring all team members adhere to safe systems of work and that all machinery and equipment is used in accordance with Health and Safety guidance.
- 2.4 Ensuring that all documentation in relation to work carried out and management of the team members is completed comprehensively and kept up to date.
- 2.5 Supporting Parish Council outside area projects, as determined by the Parish Clerk.
- 2.6 Monitoring Parish Council assets in conjunction with the Parish Clerk.
- 2.7 Ensuring quality standards and performance targets are achieved.
- 2.8 Acting as a brand ambassador and representing Peasedown St John Parish Council as required.
- 2.9 Making recommendations to the Parish Clerk regarding improved work systems, labour, and machinery utilisation.
- 2.10 Offering suggestions for development and improvement of outside areas throughout the parish.
- 2.11 Liaison and partnership working with volunteers, other bodies and B&NES Council when required.
- 2.12 Working with the Parish Clerk to ensure budgets and financial targets are achieved.
- 2.13 To undertake training as required.

## 3. Health and Safety Responsibilities

- 3.1 To undertake duties in line with legislation and the Parish Council's Health and Safety policy, specifically:
  - 3.1.1 To ensure that the Health and Safety policy is adhered to.
  - 3.1.2 To create and ensure risk assessments are current and fit for purpose.
  - 3.1.3 Work to actively promote good employee relations and safety practices.
  - 3.1.4 To act as a fire marshal and first aider.
  - 3.1.5 To ensure staff are effectively trained and competently use the appropriate equipment including the use of required PPE.

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.