**PEACEHAVEN TOWN COUNCIL**

**Job Description**

**Department: Parks and Grounds**

**Reports to: Parks Officer**

**Responsibility for: Parks and Grounds Team**

**Job Title: Grounds Person**

**Working Hours:** **37 per week**

**Responsibilities:**

Work as a member of the Parks and Grounds team to ensure that the Town amenities are presented to our visitors in a pristine condition throughout the year. Where possible enhance and improve visitor enjoyment of the Parks and Gardens

* Report daily to the Parks Officer and undertake work as planned or discussed taking into account weather conditions and any other factors likely to affect scheduled work
* Ensure the Parks and Grounds are maintained and presented to good standard throughout the year with particular attention given to all turf and trees
* To be responsible for the cleanliness and neat presentation of work areas and vehicles, equipment always. Undertake routine maintenance on all plant and equipment
* Report daily for duty at times specified which may occasionally at times when the Council is open, including weekends and Civic events
* Ensure the comfort of all visitors by assisting with the management of traffic during busy periods inclusive of car parking and litter picking
* Always Ensure health and safety regulations are adhered to, adopting safe work practices to protect yourself, colleagues and visitors. That all statutory and legal obligations are met whilst at work
* To wear Council uniform and PPE as supplied, always whilst at work
* Provide excellent customer service to residents and Council Officers alike
* Undertake any other duties as may be reasonably required by your Line Manager

**Every day to day groundsman works:**

* To carry out any works stipulated by the Parks Officer/ 1st assistant.
* To litter pick and empty bins when required.
* Mowing , strimming, hedge cutting, weeding etc on the sports pitches and amenity areas.
* Tractor driving, slitting, fertiliser spreading and sand spreading.
* To liaise with the Public in a mature and courteous manner.
* To make sure all P.P.E. is worn to make sure all equipment is stored in a safe and secure manner at the end of the day, keeping all fire escape routes clear.
* To keep on top of the housekeeping rota within the grounds staff accommodation ensuring. The maintenance building and staff room are kept clean and tidy.
* To drive all Town Council vehicles in a safe manner always.
* Marking out sports pitches

**QUALIFICATIONS / EXPERIENCE:**

* Full clean UK driving license
* Experience in the use of tractor mounted equipment and ride on mowers (preferred)
* Experience in grounds keeping (preferred)

***Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide information or action you have requested from us. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or councilors, Lewes District Council and/or East Sussex County Council in order to provide the information you have requested. The councils’ Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the council’s website.***