

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Groundsperson	Graded	Sc4
Reports to (Designation):	Grounds Maintenance Manager	Grade:	PO3
Directorate:	Customer Services	Service Area:	Green Scene

MAIN PURPOSE OF JOB:

To carry out a range of Grounds Maintenance and cleansing duties to ensure that the parkland is maintained to the highest standards.

PERSONAL RESPONSIBILITIES AND DUTIES

1. Carry out a wide range of horticultural maintenance activities, in accordance with good horticultural practice, to ensure that the park is maintained to a high standard of horticulture, cleanliness and overall appearance and where necessary achieved by the operation of appropriate plant and machinery.
2. Assist with the construction of small scale improvements to soft/hard landscapes and assist with operations relating to the delivery of park memorial schemes.
3. Be responsible for meeting the requirements of the Health & Safety at Work Act within the scope of the post. Assist with the Parks Health and Safety inspection regime and risk management as directed and carry out inspections of play equipment and other parks infrastructure, reporting faults to the Grounds Maintenance Manager.
4. Undertake basic maintenance of tools, equipment and machinery, identifying and reporting defects to the Grounds Maintenance Manager
5. Maintain excellent public relations with all park users providing information as required.

6. Maintain an understanding of park bye-laws and report breaches to Grounds Maintenance Manager.
7. Working closely with colleagues and partners by participating in the delivery of horticultural- and ecological-based community events and activities such as tree planting, bulb planting.
8. Assist with the training and development of Apprentices, new staff, work placements allocated to the team.
9. Undertake any other duties within the scope of the post, as directed by management.
10. To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.
11. All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.
12. Assist in carrying out the Council's environmental policy within the day to day activities of the post.
13. Undertake other duties, commensurate with the grade, as may reasonably be required.

Internal contacts: These include .Senior managers, staff from other council departments and representatives of partner organisations

External contacts: These include. Park users. partner organisations and contractors

Consideration will be given to restructuring the duties of this post for a disabled post holder

This job description may need to be amended by the Directorate to meet the changing needs of the service

Grade and numbers of immediate subordinates 0

Number of staff supervised by this Officer 0

Date:

PERSON SPECIFICATION

JOB TITLE: Groundsperson

POST NO:

DIRECTORATE: Customer Services

GRADE: Scale 4

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues. S

Knowledge

Good knowledge of horticultural ground maintenance and management regimes.
S

Good knowledge horticultural standards S

Good understanding of Health and Safety within Parks and Open Spaces S

Aptitude

For keeping up to date with work practices, equipment and methodology in own work area.

Skills

Clear written and verbal communication skills

Experience

Post Holder will have experience in the following areas:

Grounds maintenance operations .S

Delivering services in public open spaces S

General Education

Formal Horticultural qualification or relevant experience in the field. S

Personal Qualities

Able to work on own initiative.

Have a flexible approach and be willing to undertake any duties within the scope of the post.

Circumstances

Able to work weekends.

Physical

Generally candidates must meet standard Lewisham requirements for the post.