

CIRENCESTER TOWN COUNCIL JOB DESCRIPTION

Title: Seasonal Grounds Person/Park Ranger (April to end of October 2017)

Pay: £7.50 per hour
16hrs per week (additional hours may be available from time to time)

Responsible to: Land Management Officer
Estate Services Manager

Liaison with: **Within the Council:** All Groundstaff/Office Staff

Outside the Council: The general public

Main Purpose:

- 1) General Grounds Care
- 2) Maintenance of Shrubberies and Borders
- 3) Grass Cutting/Strimming
- 4) Park keeper duties which will involve dealing with the public, handling bookings for sports facilities and general cleaning
- 5) Assisting other Groundsmen
- 6) Basic vehicle/machine maintenance

Other Duties: The Council operates in a flexible way where all staff try to help each other. The post holder is expected to share in this.

The post holder is expected to carry out such duties as may be allocated.

The post holder will be required to be on an Emergency Duty Team rota outside of normal office hours.

Conditions of Service: The post is subject to two weeks notice on either side, subject to the minimum statutory requirements.

The post will be based at the Abbey Grounds Depot/St. Michael's Park and will involve evening and weekend duties.

The postholder will be required to comply with the Council's Health and Safety Policy.

The postholder will be required to undergo a DBS check.

PERSON SPECIFICATION

Requirements

Essential or Desirable Method of Assessment

Qualifications

Current full driving licence in order to drive Council vehicles when necessary	Essential	Application/Interview
NVQ in Amenity Horticulture or similar	Desirable	Application/Interview
Pesticide Application PA1 and PA6 Certificate	Desirable	Application/Interview

Experience

Time in a similar role	Desirable	Application/Interview
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Skills

Use of Equipment	Desirable	Application/Interview
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Other

Proactive/self motivated	Essential	Application/Interview
Ability to prioritise and meet deadlines	Essential	Application/Interview
Ability to maintain confidentiality	Essential	Application/Interview
High level of judgement, tact, discretion and initiative	Essential	Application/Interview