

JOB DESCRIPTION
NORTH HYKEHAM TOWN COUNCIL

Job Title: Services Staff

Reports to: Supervisor/Deputy Supervisor Services Staff

Staff Responsible For: Nil

Principle Duties & Responsibilities:

1. Assisting the Supervisors with the maintenance of all of the Council's open spaces, allotments and cemetery to a standard where they are pleasant and safe for public use in accordance with the work schedule.
2. Maintenance of all hedges, grassed areas, fences, trees and ditches, which are the responsibility of the Council.
3. Emptying dog bins and clearing litter.
4. Care and maintenance of cemetery including marking out graves and ashes plots, opening cemetery for burials and liaising with gravedigger.
5. Checking, maintaining and reporting faults on play equipment.
6. Maintenance of allotment areas and advising allotment holders.
7. Painting of bus shelters and removing graffiti.
8. Carry out maintenance of Parish Paths
9. Routine maintenance of Council property including painting, repairs to guttering, removing fallen trees fixing security lights etc.
10. Marking out and maintenance of football pitches.
11. Cleaning and routine maintenance of tools and equipment.
12. Opening and locking of council premises for room hirers
13. Weekly checks of Council vehicles and reporting of any problems to Supervisor

14. Input to inventory register and reporting of redundant equipment and review the planned maintenance chart for premises and equipment.
15. Report to Supervisor any faults with equipment or protective clothing and Health & Safety issues.
16. Input to the Open Spaces committee report
17. Input to any council projects as required
18. Training as and when required by the council
19. Assist in organisation of events in the town including erection of the Christmas decorations.
20. Ensure all town assets are used in a proper and safe manner and report any problems to the Deputy Clerk or Police
21. Cover for other staff during holidays, sickness, etc.
22. Such other duties as may be necessary, which are reasonably within the capabilities of the postholder.

Qualifications: No academic qualifications. Driving Licence essential.

Experience: One year in horticulture or similar, use of gardening machinery.

Agreed by:..... Date:.....
Employee

Agreed by:..... Date:.....
Manager