

HVERFORDWEST TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE	Groundsman/Caretaker
REPORTS TO	Town Clerk
JOB PURPOSE	To ensure the proper maintenance, cleanliness, security and functioning of the Council's properties i.e. the Picton Centre, Sports Pavilion, St Martin's and Prendergast cemeteries and other external areas as directed by the Town Clerk
WORKING HOURS	<p>Part time 16 hours per week</p> <p>The normal working week shall be 16 hours, Monday to Sunday 8am-11pm The post holder will be expected to be available to open and close the buildings as and when required during the day and evening and to set up as necessary for hirers A large degree of flexibility will be required between the hours of 8am to 11pm Monday to Sunday Arrangements must allow the Town Clerk to be able to contact the post holder if they are urgently required</p>
PAY SCALE	Hourly rate of £10.74
KEY RESPONSIBILITIES	<p>To ensure the efficient running, security and maintenance of the Picton Centre and the Sports Pavilion ensuring that all portering duties are undertaken (moving of tables, chairs and equipment)</p> <p>To maintain a high standard of cleanliness throughout the above premises</p> <p>To operate the heating systems in accordance with the manufacturer's instructions; ensuring all systems are functioning correctly and that room temperatures are maintained. Any defects to be reported immediately to the Town Clerk</p> <p>To monitor the premises for any hazards, carrying out any minor or temporary repairs to the property, fixtures, fittings and equipment which are not beyond the scope of an unskilled handyman. To draw the attention of the Town Clerk to any repairs or maintenance work required.</p> <p>To deal efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise.</p> <p>Candidates are required to communicate with clients regularly and report back on the condition of the property</p> <p>Respond to emergency call outs and take action, as required.</p> <p>To upkeep and maintain the Bridge Meadow park, carrying out regular checks of the play equipment.</p> <p>To undertake grounds maintenance duties, e.g. grass cutting, hedge trimming, shrub pruning, weeding & clearance of leaves</p>

To maintain the grassed areas surrounding the Picton Centre and the Sports Pavilion

To maintain St Martin's and Upper Prendergast cemeteries

To clear the grounds and car parks of all loose stones, broken glass, rubbish, leaves, snow etc (protective clothing and tools will be provided)

To carry out regular checks and emptying of bins at St Martins and Upper Prendergast Cemeteries, the Sports Pavilion car park and Lower Racecourse

To ensure the upkeep of the Council's mechanical equipment including the maintenance and servicing of the Council's work van

To co-operate on all issues involving health and safety

To maintain appropriate record keeping

The successful candidate should have mechanical, organisational and interpersonal skills

This role requires significant periods of lone working and as such, the postholder will need to display a high degree of responsibility and professionalism in their work. The ability to use own initiative is essential

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Signed by jobholder:

Date:

Signed by Mayor:

Date: