**GROUNDS MAINTENANCE PERSON**

**JOB DESCRIPTION**

**Job Purpose:**

To plan, organise and maintain flower beds and green spaces in Hornsea and related grounds and facilities. The use and maintenance of equipment, grass cutting, tree planting/pruning and other arboricultural maintenance, weed spraying, ornamental flower bed maintenance, cemetery supervision/duties and play area/equipment inspection. Multi-tasking is essential and staff are expected to work across differing locations in Hornsea to meet the needs of the service.

**Responsible to:**

Maintenance Manager

**MAIN DUTIES:**

1. To undertake grounds maintenance duties including but not exclusive to:
   1. Grass cutting using a range of equipment
   2. Shrub/flower bed maintenance;
   3. Hedge cutting;
   4. Strimming;
   5. Tree planting, pruning and other arboricultural duties;
   6. Weed spraying;
   7. Ornamental flower bed maintenance;
2. Horticultural skills in a range of areas including plant knowledge, planting skills, grass cutting, machinery, management of open spaces, hedges and shrub/flower beds maintenance and play area inspection and maintenance.
3. To keep any vehicle, plant or machinery clean and in good running order, reporting any faults/damage to the Maintenance Manager.
4. To empty litter/dog bins and cleanse/sweep, litter pick all associated areas by using a variety of equipment including blowers, sweepers, pressure washers etc.
5. To dispose of drug paraphernalia safely.
6. To assist with the inspections and maintenance of all play areas and cemeteries
7. To assist with the cleansing of other Council assets including Public Conveniences when instructed by the Maintenance Manager including providing sickness and holiday cover when required.
8. To assist with maintenance of burial grounds including full internments and the burial of ashes when requested at specified locations within Hornsea Town Council’s boundaries
9. To work out of core hours to install/removed floral structures, attend to emergencies (overtime and standby duties) including tree storm, snow clear-ups, flooding, assisting with special events including civic parades, Christmas lights switch-on and any other duties within Hornsea Town Council’s remit when required.

**Other**

1. To assist other sections within the Hornsea Town Council as and when required.
2. To work in locations specified by Hornsea Town Council to deliver the standards and service required.
3. To undertake additional duties as required, commensurate with the level of role. Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime function of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.