



## **FOLKESTONE TOWN COUNCIL**

### **GROUND STAFF - JOB DESCRIPTION**

<b>Responsible to:</b>	<b>Town Clerk</b>
<b>Salary Scale:</b>	<b>Grade LC1 (3-6)</b>
<b>Hours</b>	<b>37 per week- F/T</b>
<b>Days of Work (5)</b>	<b>5 days in any 7 days without enhancements except for Bank Holidays</b>
<b>Post No:</b>	<b>FO13 &amp; FO15</b>
<b>Location:</b>	<b>Folkestone</b>
<b>Supplements:</b>	<b>Nil</b>
<b>DBS Check:</b>	<b>Yes</b>

### **OVERVIEW**

Folkestone Town Council seeks to improve and enhance the Town of Folkestone in an environmentally sustainable manner, having regard to the identified needs and wishes of all sections of the community. It is the responsibility of each post holder to contribute to this ethos in the best way suited to their day-to-day responsibilities and duties. Most visibly, Folkestone Town Council will act proactively to enable the community to involve themselves in cultural, artistic, sport and active recreation as part of an active and healthy lifestyle. This will involve initiating and maintaining significant creative partnerships with statutory and voluntary sector partners and colleagues as well as other relevant voluntary and statutory organisations.

### **PURPOSE OF THE JOB**

To assist the Town Clerk in all aspects of operation, including future development of the facilities and implementation of any approved development plans for recreation and open space and any other activities specified. To carry out tasks of routine groundsmanship, horticulture, maintenance and security on the site.

## **1.0 ESSENTIAL FUNCTIONS**

- 1.1 To assist the Town Clerk with the security of each of our play areas, allotments and be familiar with the building services for the premises and open spaces and be able to demonstrate the operation of these services.
- 1.2 To help ensure that all relevant standards, whether prescribed by statute or not, are maintained in respect of the operation of FTC play areas.
- 1.3 To assist in the security of all Town Council owned facilities and buildings owned or managed by the Town Council and the operation of any security systems including the CCTV and the alarms.
- 1.4 To assist the Estates/Security Officer on implementation and monitoring of agreed standards for the maintenance of all areas and irrigation systems. Ensure that the sites are maintained in line with the requirements.
- 1.5 To carry out, as directed, all tasks of routine groundsmanship and horticulture including in particular watering, fertilising, mowing, weed killing and general husbandry to meet defined standards at the site.
- 1.6 Operate, as directed, all vehicles, machinery, tools and plant used in tasks of routine groundsmanship and horticulture, and assist as directed with daily safety and maintenance checks on grounds and premises at the site.
- 1.7 Comply and manage the summer and winter maintenance programme of Folkestone Town Council.
- 1.8 To carry out risk assessments and prepare method statements as and when necessary.
- 1.9 All relevant training will be given to the successful applicant(s) where necessary and required.
- 1.10 Emptying of waste bins owned by FTC as instructed.

## **2.0 OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 To complete all work-related paperwork and schedules as directed.
- 2.2 The post holder has personal responsibility for his / her own safety, as well as that of other members of staff and the general public, in accordance with the Health & Safety at Work Act 1974.
- 2.3 To maintain a valid driving licence at all times.
- 2.4 To assist in organising promotional events to showcase Folkestone and Folkestone Town Council to the wider community, i.e., Armed Forces Day and Christmas Lights Switch On.

- 2.5 Apart from the duties summarised in your job description, we retain the right to include other reasonable duties which are part of, and incidental to the work of the Town Council, including any temporary or permanent relocation to assist the Town Councils events teams.
- 2.6 Assist in or provide general maintenance within building (e.g.painting, plumbing, putting up shelves).

### **3.0 FINANCIAL RESPONSIBILITIES**

The Council's rules and procedures for all financial activities are set out in the Council's Standing Orders and Financial Regulations. Copies of these documents are available from your line manager. All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

### **4.0 RISK MANAGEMENT & BUSINESS CONTINUITY**

Play an active role in identifying, managing and controlling risks relating to the business activities of the Town Council.

### **5.0 EQUAL OPPORTUNITIES AND DIVERSITY**

Demonstrate awareness and understanding of, and commitment to, Equal Opportunities and Diversity, showing respect, consideration and sensitivity to people's needs and ensuring that the Council's policies are adhered to and demonstrated in all contact with customers, colleagues, other agencies and stakeholders.

### **6.0 EXTENT OF PUBLIC CONTACT**

As directed by line management, the post holder will liaise with both internal council officers and members as well as external agencies.

### **7.0 WORKING CONDITIONS AND ENVIRONMENT**

Based within the town of Folkestone.

### **8.0 KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

The postholder will be required to attend and successfully complete any training courses put forward by the Council that will enhance the role further.