

## Alfreton Town Council

### **JOB DESCRIPTION**

**JOB TITLE:** Grounds Maintenance Operative (GMO)

**DEPARTMENT:** Alfreton Town Council

**RESPONSIBLE TO:** Town Clerk, Assistant Town Clerk

**OVERALL PURPOSE OF POST:** To provide an efficient and effective Grounds and Property Maintenance service for the residents of Alfreton Town Council.

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### **DUTIES AND RESPONSIBILITIES**

1. To carry out pre-planned and reactive general maintenance throughout Alfreton and Council premises as required. This may include the use of small hand/power tools.
2. To carry out general Street sweeping and litter picking on a regular basis. The frequency of sweeping in different areas will be to an agreed timetable depending on the time of year. Additionally the GMO will be required to clear specific problem areas when directed by the Town Clerk or nominee (fly-posting and tipping/graffiti removal).
3. To carry out minor repair and building work to Alfreton House
4. To decorate the interior of Alfreton House as and when required
5. To drive and operate a non-LGV vehicle for transportation around the Town and for all associated deliveries as directed by the Town Clerk . This includes carrying out all associated driving duties ie vehicle safety checks.
6. To ensure that all rubbish is "bagged" and placed for collection
7. To undertake other grounds maintenance of publicly owned areas as deemed necessary by the Council.
8. The Warden will maintain some planting schemes and garden. Arranging appropriate bedding displays in conjunction with the budget leader.
9. At times hedge cutting and the clearance of undergrowth from footpaths may be required.
10. The GMO will provide help and advice to members of the public answering queries, giving directions, reporting incidents or vandalism, abandoned vehicles etc.
11. To carry out portering and local courier duties as required.
12. To clean an assigned set of bus shelters at the main depot within Alfreton.
13. To complete a monthly Health and Safety checklist dealing with any issues arising or reporting as necessary
14. To manage the opening and closing of the Town Council toilets, supervising and covering for the cleaner in their absence
15. To manage additional maintenance staff for Council Events (i.e Switch On and Remembrance Sunday)

16.To attend any relevant training courses to ensure compliance with regulations appropriate to the post

17.To be a key holder for Alfreton House, ensuring the property is safe and secure.

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## **GENERAL**

1. To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
2. To be aware of and adhere to the Council's Policy on Equal Opportunities at all times.
3. To carry out all duties with an awareness of Health and Safety issues and adhere to the safe systems of work specified in the Safety Policy.
4. To be aware of all relevant risk assessments, hazards and the control measures to be used.
5. To use correctly, equipment and protective material provided for health and safety
6. To carry out all duties whilst adhering to the Council's Policy on Customer Care.
7. The post holder is expected to carry out, in addition to the already mentioned duties, any other duties reasonably expected with the general level of the post.