

Yeovil Town Council



JOB DESCRIPTION

Job Title:	Groundskeeper
Grade:	SCP 4 - 8 £24,404 - £26,409
Hours of Work:	37 hours per week (including some evenings and weekends by rota)
Annual Leave Entitlement:	23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service
Responsible to:	Grounds Team Leader
Responsible for:	Other Groundskeeper and Caretaking staff

Main Purposes of the Role

To work as part of the on-site Grounds Team at Yeovil Recreation Centre, delivering high quality outdoor sport and leisure facilities at the award winning site.

Overall Responsibilities

Working as part of the team to ensure that the grass pitches, athletics arena, AGP, play areas, MUGA, golf courses and pavilion buildings are safe, well maintained and ready for use. Carrying out the agreed maintenance and inspection regimes for all facilities. Preparing pitches and facilities for bookings. Working with the sports and activity team to maximise use of the Recreation Centre and ensuring excellent customer service for all users.

Summary of Responsibilities and Duties of the Job

1. To maintain grass and all-weather playing surfaces using pedestrian and ride on machinery operated in accordance with the service specification and in line with good practice and service risk assessments.
2. Undertake a wide range of horticultural, sports ground and cleansing related works to maintain grounds and all associated areas e.g. playing surfaces, areas of amenity open space, toilets and changing facilities.
3. Proactively manage and resolve a wide range of frontline customer issues referring to other teams (Sports and Café) when required, and escalating issues appropriately.

4. Operate all tools and equipment in a safe and appropriate manner in accordance with manufacturer's recommended instructions. Follow service guidance for fleet maintenance, HAVS management, lone working and ensure other team members also comply.
5. Ensure that all vehicles and plant are kept clean, safe, secure and serviceable.
6. Maintain a full clean driving licence and comply with fleet and transport regulations appropriate to the vehicle being operated at all times.
7. Take responsibility for management of the team and grounds when the Team Leader is not present.
8. Ensure that the equipment and set up for athletics events is compliant with Sport England athlete equipment requirements.
9. Promote team working across the Grounds team and the wider sports and cafe teams.
10. Support the Team leader in data capture and recording of site use, fleet management and for carbon management purposes.
11. A flexibility to provide evening and weekend cover by arrangement, to cover periods of leave or high demand at the site.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Yeovil Recreation Centre, on occasion may be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

Date 14th November 2024