



Grounds and Estates Officer

Job Description

Saxilby with Ingleby Parish Council is looking to recruit a part-time grounds and estates officer to work in Saxilby with Ingleby. Previous experience of working within a grounds maintenance background is essential. The Grounds Team are the visible face of the council, working out and about in the community and it is essential that a professional approach to this role is taken.

A full driving licence is essential as you will be required to drive parish council vehicles.

This is a physically demanding role which requires working outdoors most of the time and in-line with council policies and procedures.

You will report directly to the grounds manager.

The role will be 28 – 37 hours per week, Monday to Friday, and occasional weekend working, with final hours and salary to be agreed.

This is a permanent role, subject to successful completion of a probationary period.

The council is a member of the NEST pension scheme.

Main duties:

- Maintenance of outdoor areas including recreation, sports, and highways verges
- Maintenance of council facilities and assets
- Grass cutting
- Strimming
- Line marking
- Pruning of trees and vegetation
- Weeding, clearing scrub, and tidying green spaces
- Maintenance of the burial ground
- Maintenance of street furniture
- Emptying waste bins around the village
- Salt spreading on footpaths
- Compliance with all relevant health and safety requirements specific to the tasks

Additional duties:

- The above is not an exhaustive list of duties and you will be expected to perform different tasks as required, to meet the needs of the council

Key relationships:

- Build and maintain professional relationships with:
 - Team members
 - Councillors
 - People and groups using and visiting council facilities
 - Contractors
 - Members of the public

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork and working together to support each other's roles in order to deliver the vision, objectives, and priorities of the council.

You will be required to provide assistance to cover holiday periods, sickness, and any other contingencies when necessary.

Person Specification

| | Essential | Desirable |
|--|---|-----------|
| Educational attainments 1. Level 2 qualifications in maths and English or equivalent. | | ✓ |
| Knowledge and experience 1. Previous experience of working within a grounds maintenance role or similar practical role 2. Full driving licence 3. Compliance with all relevant health and safety requirements and actions | ✓ ✓ ✓ | |
| Disposition and personal qualities 4. A 'can do' attitude and a willingness to get your hands dirty 5. Punctual, self-reliant, and self-motivated 6. A team player 7. Able to manage time effectively 8. Friendly, polite, and helpful 9. Able to follow instructions and work to a schedule of tasks independently and as part of a team 10. To be calm under pressure and communicate effectively with members of the public | ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |

If you meet the above requirements, experience, and are available to start soon, please apply.

Application forms are available online at www.saxilbyparishcouncil.gov.uk

For queries in relation to the role please contact:

Lydia Hopton, Clerk to the Council

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