



CULLOMPTON TOWN COUNCIL
Job Description

Post Details	
Job Title	Outdoor Grounds and Maintenance Operative
Grade/Salary Scale	SCP 5-7
Salary per Annum	£23,500 – £24,294
Hours of Work	37 hours per week to be worked flexibly. Occasional weekend, evening and early mornings
Reporting to:	Outdoor Team and Maintenance Supervisor

Job Purpose
To provide an efficient service to residents of Cullompton, working as part of our Outdoor Maintenance Team, carrying out various duties maintaining land and property in the ownership of the Town Council including play areas, council buildings and property, allotments and cemeteries.

Duties and Responsibilities – Maintenance and Repairs
Grounds maintenance including grass cutting, strimming, tree and hedge maintenance, weed control and pesticide spraying at various locations owned or managed by the Town Council including the Cullompton Cemetery and play areas.
Supporting cemetery operations including assistance with preparation of graves for burials and restoring graves after burial.
The repair and maintenance of the various buildings under the ownership or direct control of the Council.
The repair and maintenance of council owned equipment.
Installation, maintenance and repair of street furniture owned by Cullompton Town Council such as bus shelters, benches, notice boards, flower beds and planters, seats, finger posts and bollards.
Planting and maintenance of planters and hanging baskets located throughout the town.
Undertake regular inspections of play areas and play equipment, report where work is required in line with relevant legislation - ROSPA
Emptying litter bins at various locations owned or managed by the Town Council.
Litter picking as necessary, particularly in play areas.
General maintenance duties as required.



Duties and Responsibilities – Health and Safety

Adhere to the Town Council's Health and Safety policy and procedures at all times

Comply with relevant national Health and Safety legislation..

Comply with Chapter 8 guidance re working on highway.

Operate machinery, tools and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions.

Ensure that all vehicles, machinery and tools are maintained in a clean, safe and serviceable condition and that any defects or problems are reported to the Outdoor Team and Maintenance Supervisor. Carry out regular inspections and keep accurate records of defects and repairs/replacements.

Keep the welfare facility and toilet at the cemetery and all work and storage areas clean and tidy

Duties and Responsibilities – General

Assisting with the organisation of events including Mayoral and civic receptions, Remembrance Day Service and the switch on of Christmas lights.

To deal effectively in a responsive and sensitive manner with general queries from members of the public that promote a positive image of the town council.

Maintain and develop personal skills, knowledge and expertise related to the role.

Be an active participant in staff and team meetings.

Undertake training as agreed with the Outdoor Team and Maintenance Supervisor.

Become familiar with relevant Town Council policies and working practices and adhere to them, including those relating to health and safety, discrimination and equalities

This job description represents a statement of the duties of the post but does not include or define all the tasks which the post holder may be required to carry out. The post holder may be required to carry out other reasonable duties appropriate within the role.