

Job Description

Groundsperson

Hours: 30 hours per week

Salary: SCP Points 7-12 (£24,294 - £26,421 pro-rata)

Reporting to: The Clerk

Location: Community Based, reporting into the Community Office in the Ostreme Centre

Management Responsibility: None

Main Purpose

The primary function of the role is to maintain open spaces and environmental assets and recreational facilities, such as the Skatepark, Ostreme Gardens, Langland Tennis Courts, the Norton Nature Reserve and Orchard, and Jubilee Gardens to a high standard. The postholder will work closely with the Environmental Engagement and Sustainability Officer to advise MCC on designs, suitable planting and maximising diversity across all the MCC managed green areas. Mumbles Community Council is committed to implementing environmentally sensitive and peat-free gardening / horticulture minimising the use of weedkillers and non-organic fertilisers.

Main Duties

1. To ensure that recreational and sporting facilities are maintained to a high standard with duties including:
 - Sweeping and ensuring spaces are kept clear of litter, leaves or other debris.
 - Maintenance of footpaths / walkways to enable pedestrian use, including disabled access
 - Undertaking light general repairs and maintenance or escalating to the Clerk where specialist services are required.
2. To undertake gardening activities to maintain and improve green and garden spaces to include:
 - Planting of bulbs, flowers, trees and shrubs and wild-flower areas.
 - Cultivation – Digging, Hoeing, Raking, weeding and clearing invasive species with both manual and machine methods following organic and sustainable principles.
 - Undertaking a range of plant propagation.
 - Advising on suitable planting based on the locations, ground condition and potential for diversity for green spaces in the MCC area.

3. Care for and maintain the fruit trees and grounds of the Community Orchard, including undertaking annual pruning and shaping to support sustainable produce.
4. Clean and ensure regular maintenance and secure storage of kit, tools and machinery.
5. Ensure all items of personal protective equipment are kept secure, clean and serviceable.
6. To maintain a safe workspace at all times.
7. To engage with members of the community and supervise regular volunteer sessions to promote and support the community enjoyment and participation in the sustainable use of green spaces and natural areas.
8. Carry out driving duties to check on facilities when required
9. Recommend to the EESO and Council any additional areas that are suitable for development into gardens, orchards, nature reserves etc.
10. Promote MCC's commitment to sustainable, organic and wildlife friendly green spaces
11. To model high personal and professional standards in accordance with the MCC Code of Conduct, dealing with members of the public in a helpful, polite manner.
12. To operate within the framework of policies, procedures and guidelines as laid down and agreed by MCC to ensure the safe, inclusive and accessible delivery of services to the members the community.

Undertake such other duties and tasks appropriate to the grade and character of work as may reasonably be required. Therefore, the above list of responsibilities in this job description should not be regarded as exclusive or exhaustive.

Job Working Circumstances

1. This role requires resilience with regards to working outdoors in all weather conditions
2. Required to work in different locations daily, therefore mobility and flexibility is essential.
3. The post-holder is also required to use own transport for travel between locations and the transporting of equipment.
4. Carry out physically demanding manual work which includes repetitive heavy lifting and labouring, use of hand tools, manual clearing of grounds
5. Use of potentially dangerous machinery, power tools and hand tools
6. Work in all types of terrain including slopes, banks, undulating ground.
7. Use manual equipment such as secateurs, shovels, forks, hoes, rates, brooms etc.
8. At all times wear the clothing and PPE that is provided and ensure that it is kept in tidy and clean condition

9. Undertake lone working
10. Be flexible to attend emergency callouts as required
11. Contact with members of the public
12. Undertake any necessary training required for the role (costs covered by MCC)

Person Specification

Groundsperson

Education and Qualifications

- Adult Numeracy and Literacy Level 1 or equivalent
- Horticulture qualification or equivalent

Experience:

- Knowledge, understanding and application of health and safety in the workplace
- Experienced in undertaking physically demanding manual work
- Experience of working in a similar horticultural environment.
- Experienced in the safe use of grass-cutting/ strimming / hedge-cutting machinery
- Experienced in undertaking light maintenance and minor repairs.
- Experienced in or an understanding of organic and sustainable horticulture
- Knowledge of native species and promoting biodiversity

Skills and Personal Attributes:

- Keen interest in horticulture and sustainable planting, with the willingness to learn new skills.
- Experience in fruit tree management or a willingness to train in these skills
- Good interpersonal skills and communication skills, in particular dealing with members of the public, liaising with Swansea Council officers and an awareness of the importance of customer care



- A friendly, pleasant disposition, with initiative to act with a high degree of autonomy.
- Possess a high degree of flexibility, initiative and commitment to work duties yet still work in a time efficient way to meet strict deadlines
- Strong team-player, with flexible approach to lend support to ad-hoc tasks at short notice.
- Be able to respond to and contribute positively to change in the working environment.
- Reliable and conscientious
- Access to a means of travelling and transporting equipment to sites across the MCC area is essential (travel/fuel costs will be reimbursed).

