



# GORING-ON-THAMES PARISH COUNCIL

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>      | <b>Goring-on-Thames Parish Council Grounds and Facilities Manager</b>                                                                                                                                                                                                                                                                                                                                               |
| <b>Job Purpose:</b>    | To manage the grounds and facilities throughout the Parish of Goring-on-Thames                                                                                                                                                                                                                                                                                                                                      |
| <b>Responsible to:</b> | Day-to-Day Supervisor and Line Manager: Clerk to the Goring-On-Thames Parish Council                                                                                                                                                                                                                                                                                                                                |
| <b>Hours</b>           | The hours of work will be <b>75-85 hours/month (17.4-19.8 hours/week)</b> , worked flexibly with weekly hours agreed in advance to accommodate the needs of the service                                                                                                                                                                                                                                             |
| <b>Pay</b>             | SCP 14-25 within the substantive benchmark range in scale LC1 as set out by the National Joint Council for Local Government Services (NJC) as updated and reported by the NALC each year. (£29,540 - £36,363 PA Pro Rata, <b>£15.31-£18.85 PH</b> ). The exact pay point to be determined on appointment, depending on experience and qualifications. Exceptional candidates may be offered a higher starting point |

## **Principal Duties and Responsibilities:**

### **General**

1. To take the lead on carrying out maintenance functions for Grounds and Facilities throughout the Parish and coordinate with appropriate Council groups and committees.
2. To supervise and support all other grounds maintenance workers.
3. To make recommendations for and to monitor compliance with the Council's programme of repair and maintenance of its facilities and to assist in obtaining goods and services in furtherance of that objective.
4. To regularly meet on a weekly basis with the Clerk to exchange information.
5. To monitor and ensure that all agreed maintenance work is carried out in accordance with the programme agreed with the Clerk including risk assessments and maintain records.



## **GORING-ON-THAMES PARISH COUNCIL**

6. To monitor performance of any Council contractor carrying out works on or to the Council's facilities and take action if necessary to maintain standards.
7. To obtain formal quotations for approved minor work as required by the Council within their Financial Regulations.
8. To deal with/attend out of office hours calls outs from hirers of facilities or lock the recreation spaces in exceptional circumstances, responsibility on rota with the Clerking team.
9. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public.
10. To monitor and maintain cleaning materials inventory and either restock as appropriate or pass restocking requests to the Clerk by arrangement.
11. To be proficient in basic MS Office applications and email.

### **Buildings**

12. To monitor the internal and external condition of all the Council's Buildings, report any damage and take action in conjunction with the Clerk to ensure that the day to day maintenance, appearance and safety are to the agreed standard and evidence this in a maintenance log.
13. To open, close and where applicable attend the Gardiner Recreation Ground & Pavilion; Sheepcot Recreation Ground & Pavilion; Bourdillon Field & White Hill Burial Ground in accordance with pre-arranged inspections and contractor appointments/work as and when required.
14. To carry out and record routine testing of applicable building alarm systems (fire and security) and emergency lighting systems.
15. To carry out and record Planned Preventative Maintenance (PPM) testing of the Gardiner Pavilion and Sheepcot Pavilion to include but not limited to weekly flushing when the buildings are not used, monthly temperature checks and quarterly shower descaling.
16. As required, to set/adjust heating and lighting timer controls/systems to reflect seasonal and individual usage requirements.
17. To take and record on a monthly basis, meter readings for electricity, gas and water supplies in the Gardiner Pavilion; Sheepcot Pavilion & White Hill Burial Ground.



## **GORING-ON-THAMES PARISH COUNCIL**

### **Village Maintenance**

18. Collaborate on producing, updating and communicating to Goring-on-Thames Parish Council, a suitable work plan for improving the local environment.
19. Participate in regular meetings to share information with the Places and Assets Working Group and collaborate on community volunteer activities organised through PAWG
20. To lead on keeping the village clear and tidy as needed, through personal intervention as required
21. To supervise the Litter Picker ,ensuring that they are clear about expected standards of performance. To effectively monitor performance and implement strategies for improvement where necessary.
22. To monitor the condition of the Council's assets such as benches, fences, notice boards and other equipment belonging to and used by the Council (and residents).
23. To conduct Grounds maintenance in other areas of the parish as required, such as the verges, along council-owned paths and pieces of land, etc,
  - a. General maintenance of pathways, including trimming of edges, lopping overhanging branches, clearance of litter.
  - b. Report defects in all roads, pathways and lighting to the Clerk.
  - c. to deal with improperly placed sign (see Posters & Signs Policy)

### **Playgrounds and Burial Ground**

24. To carry out weekly visual inspections and monthly recorded safety inspections and to co-ordinate the annual independent inspections of the Council's play equipment areas. Training will be provided for this.
25. To work alongside the Burial Grounds clerk and to meet with Grave Diggers and Memorial Masons as required to ensure burials/interments/erection of memorials meet required health and safety standards and coincide with the Burial Ground Plan.
26. To upkeep of Whitehills Burial Ground and Council play areas involving grass cutting, edge & bank trimming, clearance of leaves & litter.

### **Other duties:**



## **GORING-ON-THAMES PARISH COUNCIL**

27. To undertake any training deemed necessary by line manager which will include achieving Fix My Streets superuser status.
28. To undertake additional duties as required, commensurate with the level of responsibility of the post.

All necessary PPE, tools and equipment will be supplied by the Council .

You must possess a full driving licence and inform your line manager if you subsequently become disqualified from driving.

There will be occasions when the post holder will be required to undertake tasks in relation to this job description outside the normal working hours. These hours will be recompensed by means of time off in lieu.

This job description outlines the main duties and responsibilities of the position of Grounds and Facilities Manager on the date written. It is prepared for the benefit of both the post holder and the Council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities deemed necessary by the Council, the Line Manager or the Supervisor in response to the changing needs of the village.