

**JOB PROFILE****Post No.**

**Post Title:** Groundsperson  
**Unit/Team:** Grounds Maintenance  
**Grade:** Grade D  
**Service:** Operations & Traded Services  
**Reports to:** Green Spaces Chargehands  
**Issue Date:**

**PURPOSE OF THE JOB**

To work within a team maintaining and improving the various Grounds features to the Borough's high standard using the appropriate techniques.

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 Pitch preparation & maintenance of sports pitches with grounds maintenance machinery and equipment.
- 1.2 Accurately mark playing fields using specialised equipment to meet sport-specific regulations.
- 1.3 Maintaining sporting facilities at the Rugby Athletics track.
- 1.3 Maintaining grass areas around the sports pitches / facilities.
- 1.4 Must understand the Grounds Maintenance industry.
- 1.5 To maintain fine turf areas using specialist machinery.
- 1.6 The use and care of the horticultural machinery.
- 1.7 Ensure compliance with both Health and Safety at Work Act and the Council's Safety Policies

**2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.
- 2.2 Chemical application and associated record keeping.

### **3. SUPERVISORY RESPONSIBILITIES**

None

Occasionally demonstrate duties to others

Guidance of apprentices or trainee

### **4. FINANCIAL RESPONSIBILITIES**

None

#### Financial Rules and Procedures

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

Copies of these documents will be available within each service and are also shown in full on the Council's intranet site.

All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

### **5. RESPONSIBILITY FOR ASSETS AND DATA**

None

### **6. EXTENT OF PUBLIC CONTACT**

Regular contact during normal working day.

### **7. WORKING CONDITIONS AND ENVIRONMENT**

Based at Caldecott Park.

The postholder will be active externally throughout the Borough in all weathers. You may come into contact with hazardous substances and needlesticks during the course of your duties.

### **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be

introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION

### Post: Groundsman



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Possess or working towards PA1 & PA6 spraying certificate to City & Guilds Level 2 qualification.	E	A, D
Full valid driving licence	E	A, D
Knowledge of turf management, soil health, and pest / disease control.	E	A,D
Experience in managing sports turf, groundskeeping	E	A, I, R
Familiarity with pitch regulations for different sports	E	A, D
Safety awareness and a knowledge of all current legislation	E	A, I
A commitment to work within our CAN-DO values	E	A, I
Proficient in time and task management considering deadlines	E	A, I, R
Knowledge of machinery and maintenance	E	A, I
Knowledge of turf culture	E	A, I
Ability to use petrol and battery powered equipment, including ride on, pedestrian and remote-controlled mowing machinery to NPTC Level 2 qualification.	D	A, I
Horticultural qualification C&G, NCH, NDH or equivalent.	D	A, D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D