



JOB DESCRIPTION

Job Title:	Grounds Maintenance Operative
Location:	Outdoors throughout the Ripley Township. (Ripley, Marehay, Waingroves, Street Lane, Heage, Upper Hartshay, Lower Hartshay, Nether Heage, Ambergate, Sawmills, Bullbridge).
Employer:	Ripley Town Council Town Hall, Ripley, Derbyshire, DE5 3BT.
Line Manager:	Town Clerk
Salary:	LC2 SCP 18 - 23 £15.84 - £17.29 per hour. £24,710.40 - £26,972.40 per annum. Dependent upon experience and qualifications. A salary review is due in late 2025.
Hours:	Part-time, 30 hours per week (6 hours per day) – Monday to Friday. Flexible hours to suit the employee and the council.
Contract Type:	Permanent, after a 6-month probation period.
Annual Leave entitlement:	26 days per year (6 hours per day), plus Bank Holidays. Plus 5 extra days after 5 years continuous service)
Benefits:	Enrolment in the Local Government Pension Scheme, free car park permit.
Interview Date	Wednesday 15 th January 2025.

About the Role:

The aim of the council is to make Ripley a better place by helping those who need it, by building and strengthening relationships with individuals, groups and communities. We aim to create a more secure and inclusive Ripley by helping individuals, families and communities thrive. We work towards a more fairly shared society seeking to strengthen opportunities for all in education, health, housing, employment, transport, leisure, and culture.

This is a new role at Ripley Town Council which requires a good level of physical fitness. The postholder will be working on their own outdoors to keep the Ripley Township clean and welcoming.

This role will complement the services currently provided by the Amber Valley Borough Council, paying more specific detail to the areas in the Ripley Township mentioned above.

A council van will be provided, therefore a full, clean driving licence is essential for this role.

Key duties and responsibilities:

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| 1. | Deep clean in the Township, including the cleaning of street furniture and removal of graffiti when necessary. |
| 2. | Planting and maintaining flowerbeds in the township. |
| 3. | Enhanced weed removal and spraying. Application of chemicals including herbicides, selective weed killers (PA1 and PA6) when suitably qualified including completing of all necessary chemical application records and stock level records. |

4.	Clean and maintain noticeboards and information boards.
5.	Walk local footpaths and report issues to Derbyshire County Council / Amber Valley Borough Council.
6.	Minor maintenance of Greenwich Community Sports Hub and assisting the Caretaker at this venue with certain tasks, such as lifting heavy equipment and gritting the paths / car park.
7.	Inspection and minor maintenance of play equipment.
8.	Litter picking in any part of the township as required.
9.	Liaise with companies to order supplies, obtain quotes, deliver goods/ equipment.
10.	Woodland – carry out any work needed at ground level and report any works needed at height to the office to enable contractors to be employed.
11.	Cover for the Caretaker at Greenwich Community Sports Hub as and when required.
12.	Use and maintenance of equipment, for example, leaf blower, van, tools etc.
13.	Driving and upkeep of a council vehicle. (Transit van size). Liaise with Town Clerk to book the vehicle in for annual service and MOT.
14.	To undertake the locking and unlocking of sites such as play areas, event locations and Greenwich Community Sports Hub.
15.	Carry out annual inspections of Allotment sites.
16.	General public toilet maintenance (not cleaning).
17.	Assist in setting up and taking down at Town Council events, including maintaining the Well Dressing when in situ. Also inspect the annual Christmas light display to ensure they are working and report to contractor for repair.
18.	Distribute the Ripley Town Council newsletter to town centre businesses.
19.	To undertake appropriate training and continuing professional development as required, commensurate with the duties and responsibilities of this post.
20.	To carry out all duties with an awareness of Health and Safety issues and adhere to council policies.
21.	Be aware of all relevant risk assessments, hazards and the control measures to be used.
22.	To use correctly any equipment, substances and protective clothing provided for health and safety.
23.	To adhere to the council policies, values and procedures with regard to equality and diversity.
24.	To provide images and information to the Community Engagement Officer for social media content.
25.	The Council reserves the right to require you to undertake other duties and responsibilities which do not change the character or purpose of the post.

About You:

1.	You must be an excellent communicator with a positive attitude.
2.	Hardworking, prepared to work alone outdoors in all weathers and under your own initiative.
3.	You must hold a full, clean driving licence.
4.	Experience of using equipment such as a leaf blower, litter picker etc.
5.	Willing to undertake training and qualifications essential to this role.
6.	Can prioritise work, set and meet deadlines. Demonstrate excellent organisation skills.
7.	Be able to undertake physical activities such as walking local footpaths and lifting tools and equipment in and out of a van and using them.
8.	Willing to work an occasional weekend as and when required.

Qualifications:

1.	Have or be willing to obtain the PA1 City and Guilds Level 2 – Principles of Safe Handling and Application of Pesticides and PA6 City and Guilds Level 2 – Award in Safe Application of Pesticides using pedestrian handheld equipment.
2.	Full clean driving licence and able to drive a transit size van.