



## ELSTREE AND BOREHAMWOOD TOWN COUNCIL

### JOB DESCRIPTION

#### GROUNDS MAINTENANCE TEAM MEMBER

##### JOB SUMMARY:

- To keep the Council's land and property in good repair at the direction of the Town Clerk and to deputise for the Hall Supervisor in his duties as necessary.

Accountable to: Town Clerk (or Deputy Clerk in his/her absence) and Entertainments Officer (for 5 below)

1. Allotments:  
General maintenance and regular mowing of main paths and surrounds.  
Maintenance of vacant allotment plots in reasonable order  
Maintenance of storage garages and contents in clean, tidy, and secure condition.
2. Street Seats:  
General cleaning, maintenance, and repair and replacement.
3. War Memorials:  
General cleanliness and tidiness and some repair to surrounding areas (especially prior to and post the Remembrance Sunday event and to assist with the running of the event, if required to do so)
4. Closed Churchyards:  
Grass cutting.  
General cleanliness and tidiness.  
Rubbish control.  
Working with contractors on tree management.
5. Events Support:  
Assistance with Civic Festival activities and other events including Fireworks Night, Christmas Lights Switch On, Pre Festival Event, Musical Concerts and ad hoc events (as directed by the Entertainments Officer) - including some evening and weekend work.

6. Notice Boards and Film Plaques:  
Maintenance of Council notice boards including occasional cleaning and regular posting of notices (agendas, posters etc). Ensuring notices contain up to date information.  
  
Cleaning Film Plaques on and near Shenley Road fortnightly and as required.
7. Courier Despatch:  
Provision of a 'courier' service as required within the Elstree and Borehamwood area (especially for Council Members' agendas to comply with statutory obligations).  
  
Taking the daily franked mail to a designated Post Office.
8. Council Van and Equipment:  
Maintenance of Council van, and all other relevant equipment, in clean and safe condition following in house procedures and taking training where appropriate and as directed by the Town Clerk.  
  
Maintenance of Council storage buildings/garages and contents in clean, tidy, and secure condition.
9. Caretaking:  
Deputising for the Fairway Hall Supervisor as necessary and by internal agreement with the Town Clerk.  
  
Assisting the Hall Supervisor as necessary with the repair and maintenance of Fairway Hall to keep it in good order and decorative condition (e.g. changing lights, painting, grass cutting and cleaning).
10. Other Duties:  
Undertaking any other duties, at the request of the appropriate Council's Officers which are consistent with the post holder's competence and grading.

[End]