

RUGBY BOROUGH COUNCIL



JOB PROFILE

Post No.	
Post Title:	Assistant Groundsman
Unit/Team:	Grounds Maintenance
Grade:	Grade B
Service:	Operations & Traded Services
Reports to:	Grounds Maintenance Manager
Issue Date:	March 2023

PURPOSE OF THE JOB

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

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To assist in maintaining sports pitches and areas of fine turf.
- 1.2 To assist in maintaining sporting facilities at the Rugby Athletics track.
- 1.3 To assist in maintaining grass areas.
- 1.4 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 required for the smooth running of the service

3. SUPERVISORY RESPONSIBILITIES

None

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 ENVIROMENT

Based at Caldecott Park.

The post holder will be active externally throughout Rugby Borough

Working 37 hours per week

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: Assistant 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
Good communication skills	E	A, D
Possess or work towards PA1 & PA6 spraying certificate	E	A, D
Aptitude towards calculations and measurements	E	A, D
Must have an understanding of the Grounds Maintenance or Sports facilities industry	E	A, I, R
Safety awareness and a knowledge of all current legislation	E	A, I
A commitment to work within our CAN DO values	E	A, I
Good organisational skills	E	A, I, R
Vocational qualification or equivalent	D	A, I, R
Knowledge of turf culture	D	A, I
Knowledge and ability of machinery and maintenance	D	A, I
Full valid driving licence	D	A, I

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