

JOB DESCRIPTION

MAINTENANCE AND GROUNDS MANAGER

The Maintenance and Grounds Manager (MGM) will mainly work in the Parish of Perranzabuloe. The MGM will supervise the General Maintenance Assistant (GMA) with the Parish Clerk as the line manager. The main purpose of this role is to ensure the health, safety and wellbeing of residents using PPC facilities and public spaces. You will be required to complete tasks related to PPC's goal of improving and maintaining standards of environmental and community safety, including cleanliness, as well as contributing towards plans for reducing PPC's negative impact on the environment including consideration of climate change issues.

Whilst the bulk of the grounds maintenance is carried out by external contractors, there are day to day issues that arise which you will be expected to deal with, such as small, remedial works/repairs to PPC assets. You will also be responsible for inspections of our buildings, playgrounds, skatepark (when built), pump track and meeting with contractors on site when required.

The role will require you to work outdoors and include some lone working. PPC will provide you with all the necessary training and support.

MAIN DUTIES AND RESPONSIBILITIES (Please refer to Maintenance Schedule for further detail)

1. Managing the cleaning and locking/unlocking of Droskyn and Bolenna Toilets.
2. Managing and undertaking basic grounds maintenance such as litter-picking, weeding, re-seeding, strimming and removing sand in PPC facilities: play areas, Droskyn Car Park, Bolenna Park, Inner Green, Ty Square Garden, Summerhouse Triangle, Sand Bay flats, and any footpaths within these areas (and other footpaths as directed by the Clerk).
3. Ensure that vegetation or foliage in parks backing onto boundary fences are maintained to avoid damage to residents property.
4. Check Old Bank for litter and graffiti, and in conjunction with PPC, weed as necessary to keep tidy with due respect for wildlife.
5. Clear debris from high tides on the Beach slip ways.
6. Remove any flowers and memorials from Droskyn benches and fence.
7. Report fly tipping, fallen trees, broken stiles/gates, fingerposts, benches and bins.
8. To undertake regular risk assessments of PPC assets and facilities including: play areas (Goonhavern park and pump track, Bolenna Park), the Skatepark and Droskyn Car Park, taking immediate action in case of danger by coning/fencing off the area and reporting to the Clerk.
9. Clearing overhanging growth, snow, leaves, debris, branches, grass and weeds as appropriate.
10. Clean signage throughout the Parish and advise on any stolen or missing signage.
11. To be a point of contact for people liaising with the Parish Council, to feedback to the Clerk.
12. To liaise with suppliers and contractors as required.
13. To keep noticeboards up to date within the Parish, when Councillors not available.
14. Remove staples and any unauthorised signage and notices.
15. Repairs to fencing.
16. Check and maintain bus shelters (including painting and repairs when required).

17. Reporting any defects or issues to the Clerk.
18. Undertake any training and qualifications as appropriate.
19. To ensure that PPC vehicles and equipment are serviced and maintained, ensuring health and safety for yourself and any others who may be affected by your work.
20. Source equipment and materials as required.
21. In the absence of the Parish Ranger, provide street cleaning services.
22. Liaise with the RNLI and Beach Rangers regarding any issues with Perranporth Beach.
23. Supervising and delegating tasks to the GMA.
24. Ensuring that the tasks undertaken by the GMA are completed in their absence.
25. To discourage vandalism and encourage respect for our public areas.
26. Report any vandalism to the Clerk, and remove any offensive graffiti.
27. To undertake plumbing, drainage works as directed by the Clerk.
28. In conjunction with the Clerk, maintain PPC's asset register.
29. To co-ordinate and where appropriate, undertake refurbishments of PPC buildings as directed by PPC.
30. Any other duties and responsibilities as may be incidental to the position and may be allocated from time to time from the Clerk and/or PPC.

The contract will be for 20hrs per week (to be worked with the General Maintenance Assistant where possible), to include (when the toilets open at Droskyn and Bolenna) a Saturday and Sunday to cover opening toilets (9am) and locking (4pm). Suggested Summer toilet opening/closing times: 9am - 5.30pm Easter to October. 9am - 4.30pm November to March. Hours and days of work to be agreed with PPC.

Salary will be SCP18-21, (£14.21phr - £15.02phr) (£27,344 - £28,900 FTE) (NJC Pay Award pending). This position is subject to NJC agreements for local council workers. These conditions include 23 days paid holiday (pro rata) and 2 Statutory Holidays, plus Bank Holidays. PPC is a member of the Cornwall Pension Fund (Local Government Pensions Scheme) and this is open to all of its employees.