



Job Description – Deputy Head Groundsman

1. Job Purpose

- 1.1 To assist and support the Head Groundsman with the effective management of the Council's maintenance staff and outside estate and to deputise in the absence of the Head Groundsman.

2. Specific Duties

- 2.1 The Deputy Head Groundsman is responsible to the Clerk of the Council and in his or her absence to the Deputy Clerk via the Head Groundsman.
- 2.2 The Deputy Head Groundsman is responsible for the management and maintenance of all sports pitches including non-grassed areas.
- 2.3 The Deputy Head Groundsman is responsible for the scheduling of future works with outdoor staff in consultation with the Head Groundsman and Clerk to the Council and or the Deputy Clerk.
- 2.4 The Deputy Head Groundsman is responsible for the maintenance of landscaping around all sports pitches including Multi Use Games Areas (MUGA), and other designated areas including (but not limited to) the following:
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| Cutting of grass | Tree pollarding/pruning/felling (in conjunction with Head Groundsman) |
| Hedge trimming | Vertidrainning |
| Strimming | Overseeding/fertiliser application |
- 2.5 The Deputy Head Groundsman is responsible and is to ensure that all outdoor staff are fully trained in the safe use of equipment used by Grove Parish Council and carrying out on the job training for outdoor staff as and when required.
- 2.6 The Deputy Head Groundsman is to ensure that all outdoor staff maintain their respective machinery in accordance with industry standards. All vehicle servicing is carried by the designated member of staff, with assistance (if necessary) from the driver. All defects are to be reported to the Clerk of the Council and or Deputy Clerk immediately.
- 2.7 The Deputy Head Groundsman is to ensure that any defects to Parish Council owned street furniture reported to him are repaired or if the item cannot be repaired reported to the Clerk to the Council and or Deputy Clerk for further instruction.
- 2.8 The Head Groundsman is to ensure that all outdoor staff are supplied with and always use appropriate Personal Protective Equipment (PPE).
- 2.9 To carry out any other duty/function as delegated by the Clerk to the Council and or Deputy Clerk.

Duty of care under Health & Safety regulations to themselves, fellow workers and the general public always adopting safe working practices.