

Groundsperson & Deputy Facilities Manager Person Specification

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Full Driving License (to include tractors) • NVQ Level 1 & 2 in Horticulture (or equivalent) • Confident using strimmers, hedge trimmers and mowing equipment • Interest in play areas, hard courts and public space upkeep • Willingness to learn building maintenance and facilities operations • Flexible approach to covering caretakers duties when required • Strong communication skills and ability to work as part of a team • Awareness of health & safety practices related to grounds and facilities work 	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent including relevant professional qualifications where appropriate. • First Aid Trained • Trained in Manual Handling • Fire Warden Training • Food Hygiene Training • Qualifications(s) in Grounds Maintenance and machinery • Formal qualification in maintenance, repair work and use of tools • Pa1 and Pa2 – trained in chemical lawn and knapsack spraying
Skills and Knowledge	<ul style="list-style-type: none"> • Good written and verbal communication skills • Proficient in the basic use of computer information systems • Ability to build effective working relationships with members of the Council and staff • A good understanding of health & safety 	<ul style="list-style-type: none"> • Any management or leadership skills • Knowledge of current employment and health and safety legislation • An understanding of COSHH requirements • Any training on managing a community centre, council property maintenance or health & safety procedures

	<ul style="list-style-type: none"> • A good understanding of maintenance and repairs 	<ul style="list-style-type: none"> • Any awareness of budgets and cost control, contractor & supplier liaison, or basic understanding of how a parish/local council functions
Experience	<ul style="list-style-type: none"> • Managing tasks to deadlines within pre agreed timescales within changing priorities. • Experience of working within a team environment • To be able to provide evidence of being able to inspect, maintain & repair items • An interest in horticulture, conservation and sports facilities 	<ul style="list-style-type: none"> • Experience working in or with local authorities or parish/community councils • Basic understanding of building compliance, fire safety, or caretaking routines • Experience of working with tractors, cylinder mowers, hedge cutters, pedestrian lawnmowers, hedge cutters and strimmers • Experience of working in a community building and maintaining play equipment • Experience of tractor driving • Developing solutions to a range of practical and technical problems. • Experience in monitoring. • Experience in team supervision. • Experience with communities and community groups. • Interest in progressing into management role within facilities or open spaces

Personal Qualities	<ul style="list-style-type: none"> • Deals confidently with a wide range of contacts • Handles problems confidently and positively • Ability to establish good customer relationships • Methodical approach • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthiness 	<ul style="list-style-type: none"> • Any interpersonal, and mediating skills.
Special or Personal Requirements	<ul style="list-style-type: none"> • Flexibility to attend meetings and events and to work at any council site as deemed necessary. • Commitment to continuing professional development. • Ability to travel locally. • To abide by all the Council's policies, including the Councillor / Officer Protocol. • Good team player • Honest and trustworthy • Good time management • 'Can do' attitude • Takes pride in own work • Have a good level of fitness • Flexible around the needs of the business 	Confident working with different members of the public and different staff teams