



Lyme Regis Town Council

Job Description

Job Title	Gardener/maintenance person	Grade	SCP 10-13 (£27,694 – £29,064)
Section	External works	Hours	37 hours' per week
Reporting To	Operations manager	Working Pattern	Monday to Friday, 8am to 4pm

Job Purpose

- To assist with the maintenance and development of the council's open spaces and property portfolio
- To undertake other duties as may be commensurate with the post.

Main Duties

- To assist with the care and maintenance of the open spaces managed by the town council
- To assist with the care, maintenance and repair of all council property.
- To assist with the general cleaning, maintenance and repair of mechanical and other equipment.
- To notify the operations supervisor of any faults or vandalism to any street work or furniture or equipment immediately they are discovered and to assist in any remedial activities as directed.

Dimensions

- Responsible for the safe and appropriate use of tools and machinery.
- Responsible for the safe keeping and good condition of tools, machinery and other equipment provided.

Supervision and Work Planning

- The post holder will be line managed by the operations manager with day-to-day gardening tasks overseen by the operations supervisor.

Contacts
• Members of public • Other external works' staff • Other LRTC staff • Councillors • External contractors
Physical Effort and/or Strain
• The work is of a physical nature and will involve a high proportion of manual work including, but not limited to, the lifting and moving of heavy materials and the operation of heavy machinery (lawn mowers and other gardening and construction machinery).
Working Environment
• The work varies with the seasons but is predominantly outside in all weather conditions. • Some lone working will be required.
Equipment
• Personal and protective equipment will be provided as necessary. • A mobile phone will be provided.
General
• This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. • Duties may vary from time-to-time without changing the character of the post or the level of responsibility.
Special Notes Or Conditions
• The seasonal demands of the external works' team means that at times the post holder will be expected to provide out-of-hours cover (for which overtime will be paid) for such tasks as beach cleaning, watering of floral displays and litter-picking.