



Celebrating 50 years
1974-2024

ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL
Telephone: 01480 388929 Email: townclerk@stivestowncouncil.gov.uk

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

TWINNED WITH STADTALLENDORF

Job Title: Grounds And General Maintenance Operative
Responsible to: Grounds Maintenance Supervisor
Hours: Full time – fixed term contract of six months
Purpose: To help maintain St Ives Town Council land and property to a high standard

Responsible for:

1. Maintaining the graves and surrounds at Ramsey Road and Hill Rise Cemeteries and also the areas which are inaccessible to the contractors
2. Maintaining in a tidy condition all areas of the town which the Town Council has responsibility for including, but not limited to, the following areas:
 - The Cemetery in Broadleas, St Ives
 - The Churchyard at All Saints' Parish Church, St Ives
 - Westwood Road Cemetery, St Ives
 - Slepe Hall Playing Field and Warner's Park, Ramsey Road and Hill Rise Cemeteries
 - The Waits including the grass and flowerbeds thereon
 - The Sheep Market flowerbeds
 - Norris Library and Museum garden
 - Burleigh Hill, Beech Close, Wheatfields, Warner's Park, Slepe Hall, The Crescent, Russet Close and Thorndown Play Areas
 - The GM Depot
3. The Town Hall, Corn Exchange, Old Mortuary, The Pavilion and Burleigh Hill Community Centre, Globe Place and Bus Station Public Toilets
4. Keeping the grass cut and the flowerbeds maintained in a tidy condition at The Waits and the Sheep Market, St Ives.
5. Hanging, maintaining and watering hanging baskets provided in the town
 - Digging by spade or fork or other suitable implement including hoeing and weeding by hand or implement
 - Planting out from pots or trays to flower beds/hanging baskets.
6. Tree planting including the necessary staking and tying
7. Inspecting the children's' play equipment and safety surfaces at various sites throughout the town twice weekly and maintaining them in a safe and satisfactory condition. Any unrepairable faults to be reported to the Grounds Maintenance Supervisor immediately.
8. Periodically inspecting the seats and noticeboards within Town Council ownership, reporting any defects to the Grounds Maintenance Supervisor and regularly decorating and maintaining all.
9. Periodically inspecting the trees and reporting any problems to the Grounds Maintenance Supervisor.



10. Inspecting and ensuring that life belts are in position at The Waits and The Quay and reporting any losses/faults to the Ground Maintenance Supervisor.
11. Maintaining all the Council's tools and equipment in a clean and proper working condition
12. The collection and disposal of items of rubbish from litter bins on areas within the Town Councils control.
13. To attend such training sessions as the Town Council may from time to time arrange in connection with Health and Safety at work, fire precautions and action etc, Control of Hazardous to Health etc.
14. Assisting as required at Civic and town events including setting up and maintaining road closures and other duties that may be reasonably agreed
15. Undertaking repairs and general maintenance of Town Council assets as required and directed by Ground Maintenance Supervisor.
16. Relief cover for Farmers' Market Operatives as required on 1st and 3rd Saturdays of the month for setting up and breaking down of the market.

Other Duties

Undertaking any other appropriate duties as determined from time to time by the Ground Maintenance Supervisor to achieve the aims and requirements of the Town Council.

Equipment

The Town Council will be responsible for the provision of all necessary protective clothing to comply with the Health and Safety at Work legislation in force from time to time and it will be the responsibility of the Grounds Maintenance Operative to use and maintain such protective clothing and equipment in a proper manner. The Town Council will provide all necessary tools to allow the Grounds Maintenance Operative to undertake their duties and these will be cared for and maintained by the Grounds Maintenance Operative in a proper manner at all times and will be used only for the purposes for which they are designed.