

## ILMINSTER TOWN COUNCIL JOB DESCRIPTION

**Post:** Recreation Manager

**Normal Hours of work:** 37 hours per week on average (36 hours winter, 42 hours summer, 1 day per month leave in lieu).  
1 April – 30 September 07:30-16:30hrs (16:00hrs on Fridays)  
1 October – 31 March 08:00 – 15:45hrs (15:30 on Fridays)  
Occasionally it will be necessary to undertake duties outside of the normal working hours  
On a Thursday the Open Spaces Team start at 06:00hrs and finish at 14:00hrs winter or 14:30 summer

**Grade:** Scale point 19-23 inclusive of the NJC Salary Point Scale (April 2022) (£25,927 – £28,226)

**Line Manager** Deputy Town Clerk

**Responsible for:** None at present

### **Purpose of Job**

General maintenance of recreational grounds owned, managed or maintained by the Town Council. Liaising with the Countryside Manager to provide support for all services and assets that are carried out by the external works team.

Duties will vary with the time of the year and will necessitate working anywhere within the Ilminster Town Council's area of responsibility – ensuring the program of work, as agreed with the Town Clerk is carried out in a timely and efficient manner.

### **Management and Relationships**

The post holder will report directly to the Town Clerk, but will be required to work closely with the Countryside Manager and all external works staff. There will be frequent formal and informal contact with other government agencies, community groups and members of the public.

### **Service and Operational Responsibilities**

The main areas of work are: Wharf Lane Recreation Ground; Britten's Field; Ilminster Education Foundation land; Winterhay Lane Recreation Ground; West Crescent play area; St Mary's Churchyard, Cleaves Close; the Cemetery; Herne Hill.

Some work will be undertaken with other Town Council staff, contractors and volunteers, at times the post holder will be expected to work alone or as part of a team. Those areas in bold will be the primary responsibility of the postholder.

- Grounds Maintenance including grass cutting, weed control and pesticide spraying
- Check and maintain boundary fencing and ensure all hedges are properly trimmed.
- To maintain woodland paths and carry out woodland management where required
- To prepare and plant flower displays / beds, troughs and hanging baskets

- To water and maintain flower displays / beds, troughs and hanging baskets
- **Maintain, repair and, when necessary, treat, all items of street furniture that are owned by the Ilminster Town Council – such as public seats, flower tubs/baskets and dog and litter bins.**
- Installation of street furniture e.g. benches and bins
- Ensure that all vehicles, machinery and tools are maintained in a clean, safe and serviceable condition
- Keep all areas including the Warden's Workshop, storage and mess areas clean and tidy
- Early morning litter picks
- Check on the toilet block
- Empty litter bins on all sites and put out for collection
- Empty dog bins on all sites and put dog bags out for collection
- Set up and clean the Market area (every Thursday)
- Put out and collect signs for the weekly market
- To assist contractors as agreed with the Countryside Manager
- **Carry out safety checks on all playgrounds and play/sport equipment**
- **Oversee the planning, purchasing and installation of all new playground equipment**
- Where necessary take action to stop any misuse of equipment, anti-social behaviour and /or breaking of bylaws
- To deal with members of the public in a responsive and sensitive manner that promotes a positive image of the Town Council
- To undertake other duties that may from time to time be required.

### **Health and Safety**

- Ensure adherence to all aspects of Health and Safety Regulations
- To wear appropriate Personal Protective Equipment
- To observe the no smoking legislation in all council buildings and vehicles
- Operation of all machinery, tools and equipment in a safe and appropriate manner in accordance with the manufacturers recommendations
- To ensure that vehicles, machinery, hand tools and all equipment are kept clean, secure and serviceable at all times.
- Complete equipment / vehicle check and maintenance sheets

### **Administration**

- Assist the Countryside Manager with various clerical duties including record keeping and safety documentation.
- Maintain accurate and legible records including timesheets, vehicle and equipment maintenance records
- To be an active participant in staff and team meetings
- To maintain and develop personal skills, knowledge and expertise related to the role
- To undertake training as agreed with the Town Clerk and Countryside Manager
- To be familiar with relevant Town Council policies and working practices and adhere to them, including those relating to health and safety, discrimination and equalities
- To undertake such other duties as may from time to time be reasonably allocated to the post holder