

Keighley Town Council
Person Specification – Grounds Maintenance Worker

Post Title:	Grounds Maintenance Worker
Reporting to:	Operations Manager

	Required Competencies	Essential	Desirable	How to be assessed	
				Application	Interview
Education / Training	Relevant vocational training or certification in basic repair and maintenance, landscaping or related fields.	X		A	
	Commitment to high standards and improvement in facilities and environmental practices.	X		A	
	Willingness to undertake relevant training and development activities to enhance job skills and knowledge.	X		A	
Skills and Knowledge	Proficient in basic repair and maintenance tasks.	X		A	
	Competency in operating hand tools, horticulture machinery and power tools safely and effectively.		X	A/I	
	Competency in assembling, disassembling and transporting equipment.		X	A/I	
	Emergency response readiness and the ability to be a key holder for the Civic Centre.	X		A/I	
Experience	Experience in basic repair and maintenance tasks on property and assets, including fences, walls, railings, gates, signs, paths, drainage and water distribution systems.	X		A/I	

	Experience in conservation work including litter picking, vegetation control, floral displays and footpath maintenance.	X		A/I
	Landscaping experience, including grass cutting, hedge cutting and hard landscape work.	X		A/I
Personal Qualities	Strong attention to detail and organisational skills.	X		I
	Ability to work both independently and unsupervised but also collaboratively with contractors and other team members.	X		I
	Warm, outgoing, helpful, and professional personality.	X		I
	Record-keeping skills for tasks like plant checks and time sheets.	X		A
	Commitment to safety compliance and adherence to health and safety guidelines.	X		A
	Confidentiality and impartiality in dealing with Keighley Town Council matters.	X		A
Other	Possession of a full UK driver's license for operating council vehicles.	X		A
	Able to work flexible hours, including early starts, evenings and weekends.	X		A
	Compliance with the UK General Data Protection Regulations (UKGDPR).	X		A

	Adherence to the Health and Safety at Work Act 1974, subsequent statutes and Keighley Town Council's Health and Safety Policy and COSHH Regulations.	X		A
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March 2024