# Job Description and Person Specification

## Job details

Job title: Greenkeeper

Grade: 4 (£22,369 - £24,054 pa.)

Reports to: Head Greenkeeper

Responsible for: N/A

Directorate and Service area: Public Health – Leisure Services

## Purpose of the job

To assist the Head Green Keeper to maintain the Golf Course and all associated grounds and facilities at Priors Hall Golf Course.

## Principal responsibilities

1. To assist in ensuring the golf course is properly laid out and prepared for users of the facility and that a high standard of presentation is maintained.
2. To assist in turf maintenance including mowing, irrigating and control of pests and disease on the greens in order to achieve the level of operation and understanding required of the role
3. To assist in the maintenance of bunkers, course, furniture, holes and golf course grounds.
4. In conjunction with the Head Green Keeper understand which plant machinery is used for specific tasks
5. To be full trained to use any machinery and to use it in the correct manner whilst complying with Health and Safety regulations
6. To attend training courses which are identified as being necessary for the performance of the role
7. To be full conversant with the policies and procedures of the golf course and help to assist and develop working practices
8. To comply with Health and Safety legislation, Normal Operating procedures, and Emergency Action Plans

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post:

• Hours of work will be flexible to meet the needs of the business and seasons

• A working pattern of Monday – Saturday/Sunday will be required, as below;

Monday 6.00am – 10.00am

Tuesday 6.00am – 2.00pm

Wednesday 6.00am – 2.00pm

Thursday 6.00am – 2.00pm

Friday 6.00am – 2.00pm

Saturday or Sunday 6.00am – 10.00am

• The post holder will be required to work on at weekends on a rotation basis

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * Good standard of Education (Maths and English)   - NVQ Level 2 in Sports Turf Greenkeeping or equivalent in relevant field | - Chainsaw CS30 & 31 Certificates   * PA 1, 2 & 6 Spraying certificates * First Aid qualification |
| Experience and Knowledge | * High level of competence with modern green keeping machinery i.e.Triple mower, large rotary rough decks, various workman vehicles. * Experience of maintaining an 18-hole golf course on a daily basis. * Knowledge of preparing an 18-hole golf course for competitions and societies. * Knowledge or Health and safety good practice in a greenkeeping or grounds maintenance setting. * Experience of working in a similar role. * Full Driving Licence | * Have an interest or be an active Golfer. |
| Ability and Skills | * Customer care skills * Self-motivated and able to use own initiative. * Ability to work as part of a team or alone. | * Have some ICT skills |
| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | * Good communication skills |  |