

Grounds & Property Maintenance for Framlingham Town Council

Job Specification

The work involves maintaining Town Council owned lands, property and equipment. mainly you will be working on your own, but help will be provided for any tasks which require more than one person.

The main areas are:-

1]The New & Upper & Lower Old Cemeteries

The whole area, including the driveway and entrance, keep free of litter, rubbish and dead flowers. Put rubbish & recycling bins out on Tuesdays.

Mark our graves for the Funeral Directors, level up the graves as required and assist the public in location of graves. Dig holes for ashes. Get bier out for burials and put away afterwards.

New Cemetery maintain the memorial rose bed; cut grass and strim round graves as required. Bi-annually cut hedges.

Old Cemetery Clear ditches annually. Cut hedges, clear the lower area and dispose of arisings in winter.

Upper cemetery Keep ashes area and current graves area strimmed and close-mown.

Sheds paint annually. **Gates** paint side gate as required.

Minor tree work as required and remove excessive growth of ivy in trees.

Memorials Keep free of ivy and tree seedlings. repair and reset as required.

2] St Michael's Churchyard

Check daily and keep whole area, including driveway, paths, steps and entrance clear of litter and leaves; empty bins as required.

Cut grass and strim round gravestones as requires. Minor pruning of trees/shrubs and de-bud trunks of lime trees. Keep memorials free of ivy.

3] Pageant Field

Check daily and clear litter, empty bins, and inspect play equipment and skatepark and keep a record. Report any problems/ work required to the Town Clerk.

Rake out molehills as required, fill in holes on football pitches as necessary.

Strim in play areas/skate park as required; maintain and repair equipment and fencing.

Maintain/paint play equipment annually. Minot tree work.

4] Fen Meadow

Strim round seats and bins as required and keep seating areas clear of litter.

Cut hedge/verge along Station Rd twice a year and hedge along Fairfield Rd.

General Maintenance

Repair and maintain gates as required. Install, maintain and repair seating and picnic benches. paint town pump in Riverside as required.

Inspect & maintain tap and fencing on the Allotments in New Road.

Miscellaneous

Erect Market Bollards & signs for Saturday & Tuesday Markets by 6am and other events as required.

Collect bollards at end of Market 4pm Tuesdays and between 3 - 6pm Saturdays. Maintain Town Council property at 10, Riverside. Assist with erection, removal & disposal of Christmas Tree. Clear & Salt Church & Cemetery pathways, the market area on Market Hill; Town Council office access, and keep a gritting record. Spread grit from the town's Grit Bins in icy conditions. remove graffiti, fly posting, and water flower tubs and War Memorial Garden as required.

Inspect & clean bus shelters in Station Rd and Bridge St. Install and keep in repair dog & litter bins.

Install notice boards. Fix bird and bat boxes on Town Lands.

Any other tasks as requested by the Town Clerk.

Use own initiative in consultation with the Town Clerk for emergency repairs.