

BRANSTON AND MERE PARISH COUNCIL

JOB DESCRIPTION

Post Title:	Services Team Operative (Permanent)
Hours:	30 hours per week
Salary:	NJC for Local Government Scale SCP 1-5 £18,333 - £19,650 pro rata
Reports to:	Clerk
Staff Responsible For:	Nil

Role Overview:

To carry out a wide variety of maintenance on buildings and grounds and operations on a day-to-day basis across all sites owned, managed, or maintained by Branston and Mere Parish Council. This role is predominantly based outdoors across the entire Parish area.

Main Duties:

1. Working as part of a team to maintain of all the Council's open spaces, play parks, recreation space, gardens, and buildings to a high standard.
2. Operation and maintenance of grass cutting machinery and other machinery that the Council may own or hire, as appropriate.
3. Maintenance of all hedges, grassed areas, flower and shrub beds, fences, trees, and ditches, which are the responsibility of the Council.
4. Litter picking and emptying dog and litter bins that are the responsibility of the Council.
5. Assist with inspections including play area, tree, and defibrillator units as required by the audit system to ensure public safety, including reporting problems. Ensure public notices are up to date and displayed. Carry out all associated maintenance works, as allocated.
6. Maintenance of speed indicator devices, gateways, benches and seats, bins, and bus shelters including painting, repairing, and removing graffiti which are the responsibility of the Council.
7. Routine maintenance of Council property including painting, repairs, removing fallen trees, fixing security, lighting, and the cleaning of buildings.
8. Marking out, preparation and maintenance of football pitches.
9. Ensure tools and equipment are checked, cleaned, and maintained in good working order, arranging repairs, as necessary. Ensure all tools are all marked and kept in a safe place, in an orderly fashion.
10. Check inventories of Council properties and report redundant or faulty equipment.
11. Opening and locking of Council premises.
12. To assist in the organisation of internal events including erection of the Christmas trees and decorations.

13. To undertake training as and when required.

14. Such other duties as may be necessary, which are deemed reasonable and within the capabilities of the postholder.

Additional duties: The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessary within the organisation and the overall business objectives of the organisation.

Services Team Operative Person Specification

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Driving Licence and access to a vehicle.	<ul style="list-style-type: none">• Towing Licence.• PA1 and PA6 spraying licence.• Introductory level chainsaw operative qualification.• First Aid
Work Experience	<ul style="list-style-type: none">• At least one year's experience in a horticultural or grounds maintenance environment.• Previous experience of operating gardening machinery.	<ul style="list-style-type: none">• Experience of basic DIY tasks.
Skills and Knowledge	<ul style="list-style-type: none">• Knowledge of Health & Safety legislation.• Organised and efficient, and ability to deal with tasks in an organised way as swiftly and effectively as possible.	<ul style="list-style-type: none">• Knowledge of sports field lay out/play equipment safety and management.
Personal Qualities	<ul style="list-style-type: none">• A flexible approach to working such hours as are necessary to meet the demands of the service. Weekend working may be necessary.• A willingness to undertake further training.• An efficient and proactive approach to completing set tasks.• Able to work co-operatively within a team environment as well as alone when required.• Able to maintain a safe work environment. Ability to work under pressure and demonstrate commitment to getting a job done.• A good public facing manner and ability to communicate with members of the public in a professional and courteous way.	<ul style="list-style-type: none">• A respect and understanding of Council policies and procedures.

An application pack is available from Branston and Mere Parish Council by contacting Angie Driver, Parish Clerk, on 01522 853269, or by email at clerk@branstonpc.co.uk. Completed applications may be supported by a CV and supporting information.

Closing date for applications is 7th August 2022 (interview date to be confirmed).