

Job Title:	Parks and Estate Officer		
Location:	Thorpe St Andrew Town Council		
Level/Salary Range:	£14,500 to £17,000 + LGPS Pension (Appointment normally made at the starting point of the salary range)	Position Type:	37 hours per week Full-time

Applications Accepted By:

E-MAIL:

Darrin.Sayer@thorpeandrew-tc.gov.uk

Attention: Mr Darrin Sayer, Parks and Estates Manager

MAIL:

Mr D Sayer
Town Hall
Pound Lane
Thorpe St Andrew
NR7 0UL

Job Description

ROLE AND RESPONSIBILITIES

Under general direction from their line manager, maintain and supervise the day-to-day operational running of council recreational parks and sporting facilities.

1. Provide a highly visible service to assist with queries and issues arising from use of Town Council facilities
2. Undertake routine grounds and building maintenance work
3. Marking out and setting up of sports pitches and amenity playing surfaces. Look after the surrounding areas and carry out general duties
4. Safely operate equipment and machinery used in grounds maintenance
5. Drive and maintain vehicles and equipment as required
6. Inform line manager or where appropriate, take corrective action on mechanical defects or breakdown of equipment
7. Ensure the safe use, storage and disposal of herbicides and other similar substances
8. Promote the Health and Safety of self and others. Respond to emergencies
9. Maintain a highly visible public presence on Town Council sites and deal with enquires in a timely and positive manner
10. Monitor and document the usage of Town Council facilities.
11. Monitor, record and promote responsible park and mooring usage, issuing enforcement through any by-laws, contract-law, fixed penalty notice and/or delegated powers as required
12. Support Town Council Events
13. Monitor and report issues and breaches of the allotment garden rules on allotment sites as required
14. Undertake any such duties reasonably requested which are commensurate with the general level of responsibility
15. Undertake training as directed
16. Actively support the principles and practice of equality of equal opportunities
17. Take reasonable care for the health and safety of yourself and other persons

Post may be subject to DBS check.

The Parks and Estate section of Thorpe St Andrew Town Council is looking to recruit a suitably qualified and experienced Parks and Estate Officer. Your duties will involve a range of tasks including building and amenity monitoring and maintenance, grounds maintenance, promoting health and safety and supporting Town Council events. Hours of work will include evenings and weekends and flexibility and reliability are therefore important.

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Person Specification

THE PERSON SO APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Applicants should ideally have a minimum of 2 years prior grounds maintenance experience.

ESSENTIAL SKILLS

- A valid 'full' clean driving license
- Awareness of Health and Safety requirements
- Good communication skills
- Reliable and flexible approach to work

DESIRABLE SKILLS

- Formal training in manual handling
- NPTC Chainsaw CS30, CS31a, CS31b
- Competence in the Safe Use of Pesticides PA1 + PA6
- Experience of enforcement activities related to local government
- Experience of general building maintenance

Applications close 4th December 2017

Interviews anticipated to take place mid-December with a planned start January 2018