



THORPE ST ANDREW TOWN COUNCIL

<b>Job Title:</b>	Parks and Estate Officer		
<b>Location:</b>	Thorpe St Andrew Town Council		
<b>Level/Salary Range:</b>	£14,500 to 17,000 (pro rata) + LGPS Pension	<b>Position Type:</b>	20 hours per week (Fri, Sat, Sun, Mon)

**Applications Accepted By:**

**E-MAIL:**

[Thomas.Foreman@thorpestandrew-tc.gov.uk](mailto:Thomas.Foreman@thorpestandrew-tc.gov.uk)

**Attention:** Mr T Foreman

**MAIL:**

Mr T Foreman  
Roxley Hall  
Yarmouth Road  
Thorpe St Andrew  
NR7 0QF

**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 buildings
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.

This post may be subject to Disclosure and Barring Service checks.

<b>Job Title:</b>	<b>Parks and Estate Officer</b>		
<b>Location:</b>	Thorpe St Andrew Town Council		
<b>Level/Salary Range:</b>	£4,500 to 17,000 (pro-rata) + LGPS Pension	<b>Position Type:</b>	20 hours (Fri, Sat, Sun, Mon)
<b>Person Specification</b>			
<b>THE PERSON SO APPOINTED MUST FULFIL THE FOLLOWING REQUIREMENTS:</b>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
Applicants should ideally have a minimum of 2 years prior grounds maintenance experience.			
<b>ESSENTIAL SKILLS</b>			
<ul style="list-style-type: none"> <li>• A valid 'full' driving license</li> <li>• Awareness of Health and Safety requirements</li> <li>• Good communication skills</li> <li>• Reliable and flexible approach to work</li> <li>• Ability to work in a fast-paced environment</li> <li>• Experience of dealing with competing deadlines</li> </ul>			
<b>DESIRABLE SKILLS</b>			
<ul style="list-style-type: none"> <li>• Formal training in manual handling</li> <li>• NPTC Chainsaw CS30, CS31a, CS31b</li> <li>• Competence in the Safe Use of Pesticides PA1 + PA6</li> <li>• Experience of enforcement activities related to local government</li> <li>• Experience of general building maintenance</li> </ul>			

Applications to be received by 20<sup>th</sup> August 2017