

## **Job Description**

### **Job Purpose**

The purpose of this post is to ensure that Council assets are monitored and maintained to a standard that prevents injury to the general public and protects the Parish Council from public liability claims caused by neglect. The primary duties are therefore to carry out regular inspections of Council assets, identify potential risks and to recommend remedial action if needed where the post holder cannot complete the work required.

Combined with annual ROSPA checks, this inspection regime protects the Council from claims, by providing evidence that all reasonable measures have been taken to prevent injury.

You will also be the Council's Services Liaison Officer, liaising with suppliers and companies who provide services to help maintain the Council assets. You will be responsible for providing timely updates to inspection reports and reports for the Council Services Working Group. You may also be required to provide office cover during periods of staff leave, sickness etc any other ad hoc tasks commensurate with the role. The majority of the role will be spent outdoors.

### **Operational Responsibilities**

- To carry out weekly routine inspection and testing of all the Council's play areas and outdoor gym equipment, record findings on approved forms, assess risks and make good repairs where possible or where not possible, recommend remedial action. Strimming of areas around the assets where machine grass cutters cannot reach, at least every 3-4 weeks in the summer months.
- Conduct monthly inspection of other council assets such as buildings, storage containers, etc. record findings on approved forms, assess risks and make good repairs where possible or where not possible, recommend remedial action.
- To remove litter and hazardous items such as glass, tin cans, plastic bottles etc. from the areas the Council is responsible for such as play areas, outdoor gym equipment, bus shelters etc. Where litter is observed or reported that is not within the Council's area of responsibility, ensure that it is reported to the relevant organisation (NCC Neighbourhood Services or Network Rail for example).
- To liaise with NCC neighbourhood services in order to arrange for bins to be emptied and larger foreign objects to be removed such as fly tipping.
- To maintain an inventory of bus shelters, public seats, notice boards and litter bins owned by the Council.
- Conduct fortnightly inspections of bus shelters, public seats, notice boards and litter bins owned by the Council. Cleaning bus shelters fortnightly, identifying and removing graffiti and reporting offensive material to NCC. Early identification of wear and tear of these assets and undertaking remedial maintenance to prolong the life of the asset, for example, painting of public seats.
- To liaise with members of the public requesting Memorial Seating, agreeing suitable locations and liaising with suppliers and arranging installation.
- To act as the Council's Services Liaison Officer under the general direction of the Clerk / Assistant Clerk carrying out duties such as:
  - o Liaison with Grounds Maintenance contractors & NCC, including quality control

- o Festive lighting- checking of the lights, arranging fitting of the lights and any repairs or identification of need for replacements.
- A minimum of quarterly allotment inspections for each allotment falling under the responsibility of the Parish Recording of findings on the computerised system and submitting summary reports to the Council via the Services Working Group. Undertaking regular maintenance (weeding, spraying weedkiller, removing debris, litter etc.) of the allotment walkways and perimeter fencing, when required.
- Showing prospective tenants allotment plots and where tenants have vacated plots, ensuring the plots are in a condition to be leased again.
- Watering of the Community Orchard Trees (at least twice a week during dry periods) strimming of the areas around the trees (at least every month as required during the summer months) and regular inspection and maintenance of the Community Orchard.
- To collect and plant flowers for the floral displays across the Parish as required. To check weekly for weeds within the planters across the Parish and remove said weeds, any other foreign objects, identify plants that need replacing/do not meet quality standards and arrange replacement.

#### **Administrative Responsibilities**

- To attend the Services working Group if needed.
- To provide occasional office cover, including taking enquiries, answering the telephone, taking cash payments, open rooms/rearrange furniture, etc.
- To update required computer systems, risk assessments/reports, time recording sheets, annual leave requests etc.

#### **Other Responsibilities**

- To attend training courses as required by the Council.
- To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.

This job description is subject to annual review, which will be undertaken as part of the annual staff appraisal process.

## East Bedlington Parish Council

### OUTDOOR SERVICES OFFICER

#### Person Specification

Factor	Essential	Desirable
Education & Qualifications	Minimum of Functional skills Level 2 in Maths and English.  Level 2 ICT	ROSPA Certificate Appointed person First Aid
Skills & Knowledge	Demonstratable experience in general maintenance in a working capacity.  Good interpersonal skills particularly when dealing with the public.  Competent in using the tools and equipment necessary for the job.  Computer literate Word / Excel / Outlook  Ability to maintain effective working relationships with other Parish Council employees and Councillors  Ability to manage own time effectively and work to key performance targets.  A 'can do' problem solving approach to situations.	Experience / training in carrying out safety inspections.eg. ROSPA  Knowledge of the locality  Understanding of CoSHH.
Experience	Ability to solve problems and be proactive in addressing issues.  Preparing risk assessments and knowledge of the principles of risk management.  General maintenance of outdoor areas (grounds maintenance)  Cleaning & general maintenance of public assets	Understanding of the work of a parish council
Personal Qualities	Team player with good interpersonal skills  Must show a commitment to equal opportunities, diversity and community engagement.	Ability to generate ideas and identify cost saving opportunities

	<p>Enthusiastic</p> <p>Flexible</p> <p>Punctual and reliable</p> <p>Resilient and fit for physically demanding work.</p> <p>Methodical and practical approach to work.</p> <p>Impartiality, polite and understanding approach to members and the general public.</p>	
Specific Requirements	<p>Willingness to work at weekends if necessary.</p> <p>Full driving licence and access to own transport</p> <p>DBS check &amp; subsequent re-checks</p>	