

## OKEHAMPTON TOWN COUNCIL

### JOB DESCRIPTION AND PERSON SPECIFICATION

**Position:** Park-keeper

**Job Overview:** To be responsible for the horticultural management, maintenance, upkeep and administration of local council facilities and green spaces, including Simmons Park and Clapps Wood. To ensure that the areas are kept to a high standard in accordance with the Town Council's expectations and commitment to the community for the benefit of the residents and visitors. To effectively assist with the delivery of a broad range of the Council's services, developing good practice and promoting the Town Council's activities across all areas of business.

**Responsible To:** Town Clerk

**Hours:** 37 hours per week

**Pay Scale:** SCP28 rising to SCP29 on successful completion of probationary period (£25,463 to £26,470 p/a)

#### **Key Areas of Responsibility:**

Functional Responsibilities – Including but not limited to:

- Management of and responsibility for the horticultural maintenance of all Town Council open spaces in accordance with Council policy and maintenance plan; including Simmons Park, Clapps Wood, Cemetery and roadside verges. Ensuring the relevant risk assessments and safety inspections are regularly undertaken.
- Supervision and training of other park-keeping staff, including any work experience or apprenticeships places that the Council may offer, ensuring that their roles are fulfilled to a high standard with a good working knowledge of health and safety legislation, policy and procedures.
- Efficient management and control of the enforcement of the by-laws for Simmons Park and recreation grounds, including the reporting of offenders.
- Efficient management and control of Council owned machinery, ensuring that it is maintained, serviced and used in accordance with manufacturers specification
- Efficient management and control all chemicals and hazardous substances, ensuring they are used in accordance with manufacturer's specification and health and safety regulations including risk assessment and storage.
- Efficient management and control of the children's play areas, including those in Simmons Park, the Skate Park and BMX track, and undertake repairs where applicable. Ensuring the relevant risk assessments and safety inspections are regularly undertaken.
- Management of projects that may arise within the park or other outdoor spaces for which the Council is responsible.
- To liaise with Contractors for any services required, including the placing of orders for goods and services as set out in Council policy

Assets - Including but not limited to:

- Ensuring that all footpaths and amenity areas of the assets are clean and tidy.
- Management and responsibility for contractors and suppliers, ensuring that their work is of acceptable standard.
- Regular inspections of Simmons Park car park and all play areas including the skate park and BMX track.
- Be responsible for the Council provided vehicle
- Be responsible for the management and security of keys and buildings within Simmons Park and other areas where deemed necessary.
- Be responsible for all utilities within Simmons Park and other green spaces
- Ensuring that all procedures are in place to comply with the requirements of health and safety legislation and risk management.

Customer Care - Including but not limited to:

- At all times to be efficient, courteous and helpful to members of the public.
- To liaise with the public and adjacent owners of Council property, to provide information and discuss particular issues with a view to meeting requests and requirements where appropriate.
- To provide information for members of the public about the services provided by the Council.

Record Keeping – Including but not limited to:

- To survey and analyse the use of Council maintained amenities
- Be responsible for the collection and reporting of comments or complaints received by park-keeping staff from members of the public regarding the Council maintained amenities.
- To record all incidents of crime that take place with the Council maintained area of Simmons Park and green spaces and take appropriate action in conjunction with the Town Clerk.
- To be responsible for records kept in connection with risk management, health and safety, accidents and incidents within Simmons Park and other green spaces and report to the Town Clerk.
- To maintain an Asset Register, inventories and maintenance schedules
- To undertake or arrange regular risk assessments of all areas and equipment, including play areas, skate park, BMX track, trees etc

General – Including but not limited to:

- To assist with staff training requirements, including any work experience or apprenticeships that the council may offer, keep a record of all training, and report appropriate arrangements
- initially investigate alleged accidents and incidents occurring within Simmons Park and any other Council maintained green spaces
- To make immediate decision and take action when emergencies arise at Council controlled venues
- To prepare and write reports for the Town Clerk and present them if required.
- To ensure compliance with GDPR regulations

- To continually review working methods, introduce and coordinate new technology.
- To ensure that the services provided meets the requirements of the Councils Health and Safety Policy and risk management.
- To work in a corporate and cooperative with colleagues, Council Members and other organisations.
- To operate within the Council's Standing Orders and any corporate standards adopted by the Council.
- If requested, to attend meeting or events that fall outside of normal working hours.
- The Park-keeper will work a 37 hour week and must be prepared to work some weekends and Bank Holidays.
- To attend courses, seminars, conferences meetings and other forms of education training as may be required to assist with the duties of the post.
- To hold a driving licence and drive a vehicle provided by the Council.
- To ensure the security of the buildings and take all reasonable steps to prevent access to unauthorised or undesirable persons.
- To act as first aider and fire marshal
- To undertake any other appropriate and related tasks as determined by the Town Clerk.

**Person Specification:**

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>EDUCATIONAL QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Commitment to continuing professional development, including commitment to undertaken RoSPA and other training required within timescales to be agreed</li> <li>• Suitable Horticultural qualification</li> <li>• PA1 and 6 Pesticide Certificate</li> <li>• Brush Cutters and Strimmer Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• RoSPA Playground Inspection Certification</li> <li>• First Aid</li> <li>• Chainsaw Maintenance &amp; Cross Cutting Certificate</li> <li>• Vermin Control Certification</li> <li>• Chapter 8 Certification</li> </ul>
<b>MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Demonstrable management experience of outdoor spaces; including play areas, woodland, meadows and water</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of staff supervision, training and mentoring</li> <li>• Experience of project management</li> <li>• Budget compilation and management experience</li> </ul>
<b>COMMUNICATION SKILLS</b>	<ul style="list-style-type: none"> <li>• Tact and diplomacy</li> <li>• Good customer care skills</li> <li>• Ability to communicate clearly, both verbally and written</li> </ul>	<ul style="list-style-type: none"> <li>• Able to meet deadlines</li> </ul>
<b>INFORMATION TECNOLOGY</b>	<ul style="list-style-type: none"> <li>• Competent in using IT systems</li> <li>• Ability to maintain electronic records</li> </ul>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Well organised</li> <li>• Able and willingness to work outside of normal working hours when required</li> <li>• Able to work on own initiative</li> <li>• Self-motivated with a 'can-do' attitude</li> <li>• Be willing to act as first aider</li> <li>• Willing to fulfil any other duties commensurate with the role</li> <li>• To hold a clean driving license and ability to drive Council owned vehicle (tractor)</li> <li>• Demonstrable experience of tractor work including use of front/rear pallet forks and front loader</li> <li>• Knowledge of Health &amp; Safety and Risk Assessment legislation</li> <li>• Ability to maintain and repair play equipment as required</li> <li>• Ability to maintain and service machinery</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Data Protection legislation</li> <li>• Hedge laying and walling ability/knowledge</li> <li>• Property pair and maintenance ability, including drains</li> </ul>