

YATE TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE: **ESTATES PERSON**

GRADE: **HAY 11**

REPORTS TO: **ESTATES SUPERVISOR**

TEAM: **ESTATES**

1. **JOB PURPOSE**

To undertake all works connected with Town Council property, play areas, recreation areas and open spaces, ensuring that they are maintained to a high standard. All work to be carried out under the management and guidance of the Estates Manager and under the day-to-day supervision of the Estates Supervisor.

Participation in either the call out or football rota.

2. **MAIN DUTIES/ACCOUNTABILITIES**

To undertake under the guidance of the Estates Manager and day-to-day supervision of the Estates Supervisor: -

- (a) Grass cutting and connected ground maintenance for sports facilities, open spaces, lakes and conservation areas.
- (b) General maintenance and upkeep of open areas and Town Council recreation areas, play areas and equipment, skate park and street furniture.
- (c) To help undertake clearance of children's play areas, skate park, and inspection and maintenance of equipment.
- (d) General handy person tasks including any necessary painting, repairs and cleaning as required to Town Council buildings, property and equipment.
- (e) During the football season to undertake all work associated with the provision of football facilities (on a rota basis as required). Duties include pitch marking, erection of goal nets and other preparations and clearing away. Maintenance, cleaning and security of all changing rooms and facilities etc AND/OR to participate in a year round Estates call out rota (depending on operational requirements).
- (f) To ensure the care and security of tools and equipment.
- (g) To ensure the security of all buildings, including acting as relief caretaker when required.

- (h) To assist with upkeep of council vehicles and to complete vehicle mileage sheets and worksheets as required.
 - (i) To empty dog bins and ensure rubbish is available for collection.
 - (j) To attend appropriate training courses as instructed by the Town Council.
 - (k) To deliver mail as required and undertake any other reasonable tasks as directed by the Town Clerk or Town Council.
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3. DIMENSIONS

Responsible for operating equipment valued at £60,000

4. JOB CONTEXT

The maintenance of parks, play areas, open spaces, sport facilities and properties.

5. SUPERVISION AND WORK PLANNING

The postholder is responsible to the Estates Manager but receives day-to-day supervision and instructions from the Estates Supervisor. Work is carried out according to the schedule/programme of work.

The postholder has regular daily tasks, some of which are seasonal. They receive instructions daily if there are any urgent tasks that need to be completed; otherwise work is carried out from the monthly task list. These tasks are then carried out by the postholder in conjunction with the rest of the Estates team.

6. PROBLEMS AND DECISIONS

The postholder decides whether to carry out repairs to vandalised play equipment or make the item of equipment inactive until a repair can be completed. The fault is always reported to the Estates Manager immediately.

If on the call out rota, deal with emergency call out situations such as vandalism, alarms and determining appropriate response.

7. CONTACTS

Other members of the Estates Team to provide information and instructions.
Members of the public.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

Relevant knowledge and experience is required in grounds work and general maintenance. A vocational qualification e.g. NVQ 2 (or equivalent) or working towards is desirable. On the job training will be provided.

A full driving licence is essential and the ability to operate a range of grass cutting equipment and to prepare and maintain a range of various sports facilities is desirable.

A current Pesticide Certificate and chainsaw licence are desirable, however on job training will be provided until qualification gained.

You will have the ability to work as part of a team and to communicate with colleagues, Town Council Officers & Councillors, members of the public and contractors suppliers.

You will be able to plan and organise your own daily tasks, have practical common sense and the ability to work on your own initiative.

You will have the ability to complete accurate records.

9. PHYSICAL EFFORT AND/OR STRAIN

Some physical effort and strain is involved in carrying out the grounds maintenance and the preparation of sports facilities.

10. WORKING ENVIRONMENT

Outdoor working in inclement weather conditions, spraying chemical weedkillers and emptying dog bins.

The post involves lone working and primarily is working outdoors which includes working in inclement weather conditions and picking up and disposing of unpleasant and dangerous waste.

11. EQUIPMENT

Personal protective equipment will be provided (PPE) along with general equipment relevant to the tasks to be undertaken to include hand and power tools and a mobile phone for work use only.

Grasscutting machinery etc.

Weedkilling equipment — Formal Training required.

Chainsaw — Formal Training required.

Power hand tools.

The postholder receives instruction and in house training on any new equipment/machinery before they can operate it.

12. GENERAL

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.

Duties may vary from time to time without changing the character of the post or the level of responsibility.

13. SPECIAL NOTES OR CONDITIONS

The post holder will be subject to periodic Disclosure and Barring Service Check. If the postholder is convicted of a criminal offence or receives a caution once employed, they must inform the Town Clerk immediately. Failure to do so may result in disciplinary action, which could lead to dismissal.

During the football season to work weekends according to the rota to undertake tasks associated with the provision of football facilities OR participate in a year-round Estates call out rota.

Relief caretaking if required.

Requirement to be first aider.

The post holder will be required to undergo training.

YATE TOWN COUNCIL

EMPLOYEE SPECIFICATION

JOB TITLE: ESTATES PERSON

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<p>A relevant level of knowledge and experience is required in grounds work and general maintenance.</p> <p>A full driving licence</p>	NVQ 2 (or equivalent) or working towards.
Work related experience and Associated Vocational Training		A current Pesticide Certificate and chainsaw licence are required.
Other Relevant Experience	The ability to undertake a range of handyperson/general maintenance tasks	
Specialist Knowledge		The ability to drive and operate a range of grass cutting equipment and to prepare and maintain a range of various sports facilities.
Job Related Skills	<p>Manual dexterity skills are required.</p> <p>You will have the ability to complete accurate records.</p>	
Personal Skills	<p>You will have the ability to work as part of a team and to communicate effectively with colleagues, Town Council Officers & Councillors, members of the public and contractors suppliers.</p> <p>You will be able to plan and organise your own daily tasks, have practical common sense and the ability to work on your own initiative.</p>	
Special Working Conditions	Working with dangerous chemicals, operating machinery (noise) & outdoors	

	<p>in inclement weather on a regular basis.</p> <p>Out of hours working and ability to drive.</p> <p>DBS Requirement.</p> <p>First Aid Requirement.</p>	
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