



CAMBORNE TOWN COUNCIL

AMENITIES TECHNICIAN SCP13-15 (£16,191- £16,772)

JOB DESCRIPTION

Responsible to: Amenities & Projects Officer

1.0 Job purpose:

To assist the Amenities & Projects Officer in the day to day maintenance, repair and improvement of all buildings, parks, playing fields, assets and public areas controlled by the Town Council. Carry out contracted maintenance on footpaths, bridleways and grass verges in the Parish, as instructed by the Amenities & Projects Officer and to undertake other projects as required.

2.0 Duties & Responsibilities

- 2.1 Responsible for the maintenance of Town Council facilities, buildings and assets as part of scheduled maintenance programmes and such repairs as become necessary, as directed by the Amenities Officer.
- 2.2 To carry out the maintenance and development plan, including the refurbishment and enhancement of all Council assets. To include such tasks as maintenance of the town square including the fountain, cleaning of war memorials, maintenance of bus shelters and other amenity areas as required.
- 2.3 To deliver maintenance and other contracts, such as grass cutting and footpath maintenance, on behalf of the Town Council to ensure work is carried out to specification and in a safe, timely manner to satisfactory standards.
- 2.4 To water and maintain floral displays and hanging baskets using various tools and equipment to safety standards.

- 2.5 To monitor, review, carry out general maintenance and cleaning of Amenity tools, stores and supplies; requesting the purchase of replacement or additional items as required.
- 2.6 To distribute local government information and community notices on the Council's notice boards.
- 2.7 To assist in the development of systems and procedures for effective service delivery of amenities operations (e.g. park improvement, playing field maintenance, playground safety & upkeep, footpath maintenance, grass cutting, street furniture maintenance).
- 2.8 To drive the Council's vehicles when necessary and ensure they are operated in a safe manner, in line with Town Council operating procedures, risk assessments, training and manufacturer guidance. Equipment is to and maintained in a clean, ready for use condition, correctly stowed in dedicated workshop area.
- 2.9 To provide a professional, friendly response to enquiries from the public.
- 2.10 To immediately report to the Senior Amenities Technician / Amenities & Projects Officer any issues, difficulties and problems experienced carrying out duties.
- 2.11 To carry out general horticultural maintenance, including flower bed maintenance, plant disease identification and treatment, basic pruning, weeding, hoeing and tidying.
- 2.12 Working with other agencies and community groups, when instructed, to deliver services authorised by the Town Council.
- 2.13 To ensure safe methods of working at all times and to be part of the review process to improve the working processes through maintenance of monitoring documentation, awareness of relevant HSE regulations and guidelines and participation in Risk Assessment Review.
- 2.14 To attend training courses and lectures, as directed by the Council, to maintain and acquire certification in professional areas as part of normal tasking.
- 2.15 To undertake any other duties required by the Council consistent with the level and scope of the post.
- 2.16 The post holder must at all times carry out his/her duties with due regard to Camborne Town Council's Equal Opportunities Policy, Health and Safety legislation and the Member Officer Protocol.

Camborne Town Council

Person Specification for the Amenities Technician

	Essential Attributes	Desirable Attributes
Horticultural aptitude	Registered qualification for strimming/brushcutting or willingness to train for recognised strimming/brushcutting, spraying, mowing and building maintenance qualifications.	NVQ2 Horticulture Experience in Sports Field Management Knowledge of Tree Management
Physical fitness	Physically able to meet the demands of the job which includes long periods of manual labour and mainly outdoor work inc. playground maintenance, cutting over 24 miles of footpaths etc. Manual Handling and operating machinery.	
Health and Safety awareness	Evidence of ability to assess risk while on the job and implement control measures.	First Aid at Work (Outdoors)
Communication Skills	Evidence of being able to answer queries from the public in a clear and helpful manner	Participation in team discussions to improve service delivery
Flexibility	Flexibility to adjust to meet operational requirements.	
Commitment and Integrity	Evidence of job commitment and good performance.	
Driving licence	Full, clean driving licence	Towing and tractor driving registered qualifications or eligible and willing to train to obtain towing and tractor driving qualifications