



## **CAMBORNE TOWN COUNCIL**

### **AMENITIES TECHNICIAN SCP 13-15 (£17,391- £17,972)**

#### **JOB DESCRIPTION**

Responsible to: Amenities & Projects Officer

#### **1.0 Job purpose:**

To assist the Amenities & Projects Officer in the day to day maintenance of Town Council controlled green spaces, street furniture 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 asset based 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. footpath maintenance, grass cutting, street furniture maintenance).
- 2.8 To drive the Council's vehicle when necessary and ensure it is kept in a safe and maintained condition at all times.
- 2.9 To provide a professional, friendly response to enquiries from the public.
- 2.10 To immediately report to the Amenities & Projects Officer any difficulties and problems experienced carrying out duties.
- 2.11 To carry out general horticultural maintenance, including basic pruning, weeding, hoeing and tidying.
- 2.12 Working with other agencies and community groups 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 Risk Assessment.
- 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

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Horticultural aptitude</b>	Registered qualification for strimming/brushcutting or willingness to train for a recognised strimming/brushcutting qualification.	NVQ2 Horticulture
<b>Physical fitness</b>	Physically able to meet the demands of the job which includes cutting over 24 miles of footpaths, lifting and operating machinery.	
<b>Health and Safety awareness</b>	Evidence of ability to assess risk while on the job and implement control measures.	First Aid at Work (Outdoors)
<b>Communication Skills</b>	Evidence of being able to answer queries from the public in a clear and helpful manner	
<b>Flexibility</b>	Flexibility to adjust to meet operational requirements.	
<b>Commitment and Integrity</b>	Evidence of job commitment and good performance.	
<b>Driving licence</b>	Full driving licence.	Towing and tractor driving registered qualifications or eligible and willing to train to obtain towing and tractor driving qualifications