

## **CAMBORNE TOWN COUNCIL**

### **AMENITIES TECHNICIAN SCP 5-11**

#### **JOB DESCRIPTION**

Responsible to: Facilities Manager

#### **Job purpose:**

To assist the Head of Facilities and working as part of a team in the day-to-day operations of Town Council controlled green spaces, street furniture, public areas and buildings. To strengthen the cohesion of local communities, accessibility and visual comfort by carrying out the contracted maintenance on footpaths, bridleways and grass verges in the Parish, as instructed by the Head of Facilities. To undertake other asset-based projects as required.

#### **Duties & Responsibilities**

- 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 Head of Facilities.
- To carry out the delivery of 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, Richard Trevithick Statue, Town Clock, street furniture and other amenity areas and buildings as required.
- 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 through the approved processes and procedures.
- To monitor and report on play equipment conditions as required.
- To carry out safety and compliance checks throughout all aspects of the Town Council.

- To drive the Council's vehicles, when necessary, carry out daily mandatory vehicle checks and ensure they are kept in a safe and maintained condition at all times. Reporting any defects immediately to the Facilities Manager.
- To adhere to safe methods of working, and to assist in the development and review process to improve working processes and procedures including risk assessments, for effective service delivery of amenities operations.
- To immediately report to the Facilities Manager, any difficulties and problems experienced whilst carrying out any duties.
- To carry out the grass cutting and footpath management plan and other contracts, on behalf of the Town Council. To ensure work is carried out in a timely manner, to a safe, satisfactory standard.
- To improve the physical environment for all members of the local community, including the weeding program as approved by council, litter collection, recycling and pressure washing.
- To water and maintain floral displays using various tools and equipment to safety standards.
- To provide horticultural services, including basic pruning, weeding, hoeing and tidying. Develop the growing, bringing on and planting cycle and maintain leased facilities.
- To distribute local government information and community notices on the Council's notice boards.
- To provide and maintain professional, friendly responses to interactions with all stakeholders.
- To work towards delivering aspects of both the Town Council's Climate Action Plan and Strategic Delivery Plan.
- Working with other agencies and community groups to deliver services authorised by the Town Council.
- To attend training, as directed by the Council, to maintain and acquire certification in professional areas as part of normal tasking/Health and Safety and to undertake continuous professional development.

- To uphold the both the values of the Council and the Amenities Team on a daily basis.
- To complete administrative records when required.
- The post holder must always 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.
- To work flexibly within the Camborne Town Council team as required ensuring the needs of the Council are met., which can include occasionally supporting the events of the Council.

This outlines the duties required for the post of Amenities Technician in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list; duties may be varied from time to time, which do not change the general character of the job or level of responsibility.

## Camborne Town Council

### Person Specification for the Amenities Technician

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Educational Qualifications</b>	Evidence of practical experience in landscaping, horticulture, building maintenance or cleaning.	Minimum of NVQ2 in Horticulture or equivalent relevant qualification  ROSPA qualification  First Aid Qualification  Basic Health and Safety  Cleaning Qualification  Electrical, building or maintenance qualification  Registered qualification for strimming/brushcutting or willingness to gain qualification.
<b>Skills and Knowledge</b>	Knowledge of safe working practices (outdoors)  Knowledge of building maintenance  Knowledge of landscaping, re-wilding, horticulture  Evidence of ability to assess risk while on the job and implement control measures.	Knowledge of inspecting playground equipment.  Ability to assist in the writing of risk assessments and safe working methods.
<b>Personal Attributes</b>	Physically able to meet the demands of the job which includes cutting over 24 miles of footpaths, lifting and operating machinery.  Ability to answer queries from the public in a clear and helpful manner  Flexibility to adjust to meet operational requirements.  Evidence of job commitment and good performance.	
<b>Other</b>	Full driving licence.  Post is subject to DBS checks.	Towing and tractor driving registered qualifications or eligible and willing to train to obtain towing and tractor driving qualifications

