

Yeovil Town Council

JOB DESCRIPTION



Job Title: Amenities Officer

Grade: Scale 2 SCP (13 - 17)
£15,600 - £16,811

Hours of Work: 35 hours (Occasional work outside normal working hours, including weekends – overtime will be paid)

Responsible to: Deputy Town Clerk

Responsible for: No supervisory responsibilities
Workshop at Goar Knap/Van/Equipment/Mobile phone

Main Purpose of the Job

The Amenities Officer will be a representative of the Town Council. The post's primary task is to contribute towards the management of the Town Council's land and property portfolio by undertaking a wide variety of maintenance, repair and improvements works.

Summary of Responsibilities and Duties of the Job

1. To undertake a wide range of horticulture works within the Town Council's land and property portfolio in accordance with good horticulture practice to include grass cutting operations, hedge cutting, shrub pruning and minor arboriculture works.
2. To undertake maintenance duties as required in respect of the Council's properties, equipment and structures and liaise as required with the relevant officers
3. To carry out regular inspections and surveys on allotments sites and other public facilities and amenities and report back to the relevant officer.
4. To undertake a wide range of 'small maintenance works' such as painting, fencing/gate repairs
5. To carry out general maintenance duties such as leaf sweeping, litter clearance and collection, emptying of bins
6. To regularly test security systems at Town Council properties
7. To undertake the application of pesticides in accordance with the manufacturer's recommended instructions.
8. To liaise in a courteous manner, with officers, council members and local residents alike in ensuring that requests are managed in agreement with the Deputy Town Clerk.
9. To operate machinery, tools and equipment in a safe and appropriate manner in accordance with the manufacturer's recommendation.

10. To ensure that all vehicles, machinery and equipment are kept clean, secure and serviceable at all times.
11. To maintain accurate and legible records including timesheets, tick sheets, vehicle and machinery defect report forms, pesticide application forms, incident forms etc.
12. To meet performance targets, timescales and deadlines within the relevant service specification for all maintenance operations.
13. To maintain a clean full driving licence, and report any changes immediately to your line manager.
14. To attend occasional meetings or training sessions as required.
15. To deputise for the Macebearer in his absence at meeting of the Town Council and special events
16. To provide ad hoc cover and support to the caretakers in undertaking their duties at the Town Council Community Halls.
17. To undertake any other duties that may reasonable be required by the Deputy Town Clerk.

External and Internal Contacts

Councillors; officers;, partner agencies; allotment tenants and site representatives; and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Goar Knap in Yeovil, but will regularly be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

February 2018