

MEPPERSHALL PARISH COUNCIL

Job Description

JOB TITLE:	Community and Environment Officer
SPINAL POINTS:	4-6 (£18,933-£19,695) PRO RATA
JOB TYPE:	Part-time flexible (5-10 hours per week). Permanent.
HOURS:	1st October – 31st March - TBC hours per week 1st April – 30th September TBC hours per week Monday to Saturday 08:00 – 16:00 Flexibility is required to cover work requirements on a daily basis. Some weekend work may be required with equivalent weekday rest days. Employees may be asked to work outside of these hours (including some weekend and evening work) which may include helping at MPC community events. MPC will look to give as much notice as possible and any time worked would be given back as time of in lieu or payment upon agreement with the Clerk.
ANNUAL LEAVE:	21 days + 8 Statutory Days pro-rata.
LOCATION:	Various: Recreation Grounds, Allotments, Nature Reserve and other green space areas within the village of Meppershall.
JOB SUMMARY:	To achieve satisfactory standards and service provision of the Council's cemetery, parks, recreation areas and open spaces including all play equipment, sports facilities and buildings there on..
RESPONSIBLE TO:	Clerk to the Council
DUTIES AND RESPONSIBILITIES:	

Main Purpose of Role:

The overall purpose of this job is to effectively carry out duties under the instruction of the Parish Clerk on the public areas of the Parish the Council have primary responsibility for maintaining, ensuring Council assets are maintained in a good state of repair throughout.

Buildings and Equipment

- Maintenance and cleanliness of Council PC Stores and Allotment Container
- Routine maintenance of equipment and buildings.
- Routine maintenance and cleaning of all Council vehicles and plant.
- Carry out minor repairs and works within the Parish where required
- Reading water meters on a regular basis and reporting reading to the Parish Clerk
- Maintain all equipment, arranging routine servicing and inspection as required, and maintaining a stock of fuel to ensure the smooth-running of all of the Council's grounds maintenance equipment

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Personal

Own health and safety including proper use of safety clothing and equipment.

Service Provision

Maintenance of the allotments, cemetery, open spaces and recreation grounds including:

- Assist in developing and maintaining an allotment work plan in liaison with the Parish Clerk to:
 - restore abandoned or overgrown plots;
 - improve the condition of poorly maintained plots; and
 - make better use of space by sub-dividing or otherwise rearranging plot
- Grass mowing/strimming (using appropriate Council equipment)
 - Mow all open grassed areas (including but not restricted to playing fields, sports pitches and other grass areas maintained by the Council in accordance with the schedule of works provided) with appropriate equipment
 - Strim and hand mow all other grassed areas and around margins and obstructions (including but not restricted to fences, walls, play equipment, benches, tables and signs)
- Preparation and marking out of pitches, pitch watering, goal post maintenance and rotation.
- Repair all areas of damaged and degraded turf, including but not restricted to playing fields and grass areas that are the responsibility of the Council
- Maintain all trees (tree cutting), shrubs and hedges that are the responsibility of the Council's, particularly where they overhang adjoining property and children's play areas, to prevent injury and damage and to facilitate machinery access. Planting out new shrubs, hedges and trees
- Pathway clearance and edging
- Apply weedkiller, grass seed and soil preparations when required to all relevant locations including but not restricted to open grass areas, footpaths, verges, playing fields, sports pitches and other grass areas maintained by the Council in accordance with the schedule of works provided) with appropriate equipment.
- Remove self-set trees, shrubs and harmful weeds that are poisonous to animals, or can damage crops if they spread as appropriate (i.e. Common Ragwort)
- Keep all areas, verges, public spaces, playgrounds and leisure equipment within the parish boundaries free from litter
- Remove graffiti from fences, walls, gates, bins, play equipment, and other surfaces and remediate vandalism damage where appropriate
- Emptying litter bins and dog waste bins
- Apply preservative treatments (including painting) to all fencing, benches, tables, and other wooden surfaces as required, and lubricate all locks and gate hinges
- Complete basic repair and maintenance tasks on, and minor installations and additions to, the Council's property assets (including but not restricted to fences, sheds, walls, railings, gates, signs, paths, roadways, waste and dog bins, planting, drainage and water distribution systems, children's play equipment, and play area safety surfaces)
- Clean and apply anti-mould treatments to all children's play area safety surfaces, commemorative plaques, and road signs maintained by the Council

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- Annual renovation programme
- Safely remove non-hazardous litter and fly-tipped waste to the local waste collection and recycling centre using appropriate PPE and equipment
- Apply 'road salt' in icy weather to trackways and footpaths controlled by the Council

Maintenance of community assets, including:

- Play equipment (also weekly safety checks)
- Benches and tables
- Noticeboards
- Signs
- Reporting of vandalism and graffiti to Clerk
- Carry out allotment inspections with the Clerk

Keep accurate records of work undertaken

Liaison with members of the public, users of facilities etc.:

- Assist with applications for allotments from prospective tenants and determine the appropriate allocation of allotments in liaison with the Parish Clerk
- Meet and greet and assist with the familiarisation of new tenants at the allotments
- Resolve issues arising with and between tenants, referring difficult or policy issues to the Parish Clerk as required
- Provide access to locked areas of council property by appointment.

Such other duties within the range and scope of the job as may be required from time to time.

QUALIFICATIONS AND EXPERIENCE

Essential

- Current UK driving licence
- Application of health and safety legislation and procedures
- May be required to carry out a DBS application

Desirable

Appropriate qualifications or experience in:

- Maintenance of sports pitches and recreation grounds
- Gardening or maintenance, such as tree-felling, landscaping, fencing, small works, building or other suitable trade
- Chemical Control PA1 PA6A
- An understanding of Health and Safety and other issues surrounding children's and adult play equipment

SKILLS

Essential

- Grass cutting/strimming/hedge cutting
- Good social skills

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- Ability to manage own workload punctually and be able to follow a routine, where work requires periodic inspections or checking to take place.
- Able to complete standard forms to record work carried out on a regular basis (such as timesheets inspection/testing documentation)

Desirable

- Tool and equipment maintenance
- Pitch marking and renovation
- Application of chemicals and fertilisers
- Be competent in the use of a smart phone and computer

OTHER

- Be legally able to work in the UK
- Have a positive “can do” attitude to solving problems, enjoys working outdoors in all weathers and takes a pride in work done
- Meticulous, thorough and systematic, contentious and reliable
- Have due respect to other people’s property, whilst being objective and even-handed
- Willing to learn new skills and not afraid to ask for guidance from The Parish Clerk if unsure what to do
- Willing to take on other tasks outside the normal scope of work if required

OTHER PROVISIONS

Car Allowance: Casual user (reimbursement made of any mileage undertaken on behalf of the Council)

This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council’s aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder

Signature of Postholder

Signature of Parish Clerk

Date