

Lancaster City Council - Job Description

Job Title:	Park Maintenance Officer	Grade:	GG56	Job Code:	LCC305
Service/Team:	Environment & Place, Public Realm	Role Type: *Delete as appropriate	Fixed – community	Reports to:	Parks and Open Spaces Supervisor
Line manages:	n/a				

Job Summary
<p>To be responsible for overseeing and supervising the safe use of sites, including parks, playing fields, recreation grounds, promenade and coastal areas. To also ensure the security of all associated premises and ensure appropriate maintenance of the park's grounds and facilities.</p>
Direct Responsibilities
<ul style="list-style-type: none"> • Undertake duties as required within a work programme that ensures the park's grounds are suitable for public access and enjoyment. • Work as part of a team to ensure the maintenance schedule and implementation requirements are met. • Handle and collect cash as required from outlets within the park and oversee the sale of seasonal passes including the casual hire of tennis courts and bowling greens. • Liaise with other services within the Council to ensure an integrated programme of provision. • Attend workshops and training courses relevant to the post – determined by the annual conversation appraisal process. • Undertake tasks which include use of appropriate machinery and equipment appropriate with the maintenance of the parks and open spaces. • Be responsible for the opening and closing of public parks and recreation grounds and associated premises as directed. • Responsible for the inspection of the areas within the Public Realm department to ensure safe access and carry out routine maintenance of leisure related equipment. • To ensure the correct implementation of the Promenade permit schemes and to oversee the recreational and commercial use of Morecambe Bay. • To carry out mobile and pedestrian patrols and to be responsible for the general enforcement of byelaws, including issuing fixed penalty notices under The Clean Neighbourhoods and Environment Act 2005. • Oversee the safe use of the Splash Park and carry out routine maintenance within the plant room, including carrying out regular water quality tests and maintenance of the plant room • Carryout the cashing up procedures at the end of each operational day the splash park is open, in line with the council's policy. • Work in the kiosk selling splash park tickets as and when required • Respond to and assist with the various needs of the public and to liaise with staff and concessionaires as directed.

Lancaster City Council - Job Description

- Use social media to engage, respond and inform park users of operational issues, upcoming events, offer and good will stories.
- Maintain accurate records of accidents, incidents and hazards reported throughout the public realm.
- Assist with the staging of events throughout the public realm including the setting up, dismantling and stewarding as and when necessary.
- To work alongside and help support seasonal staff in the Splash Park and on Morecambe Promenade.
- To assist the grounds maintenance and street cleansing teams on related tasks as and when required, in line with the business needs.
- Wear and maintain issued uniform and clothing as directed and to conduct yourself in a manner appropriate with the high profile image of Lancaster City Council.
- Maintain a flexible approach proportionate with the aims of providing a comprehensive service.
- To assist the Public Realm Supervisor with any other duties

Staff Management Responsibilities

Not applicable however you will be required to provide direction to the seasonal staff within the park

Knowledge & Educational Requirements

LCC specific knowledge:

- Understanding, implementation and adherence to Lancaster City Council's policies and procedures.
- Understanding, implementation and adherence to the Council's Values and Behaviours.
- Understanding of the post holder's own and their team's contribution to the Council's Corporate.

Other Requirements

- The hours of work are 37 hours per week, working Monday to Sunday on a 5 out of 7 rota including evenings, weekends and bank holidays. This will be undertaken on a rota basis.
- Administrative base will be White Lund Depot, Morecambe
- There will be a requirement to travel to other sites across the district
- There will be a requirement to lift and carry weights of up to 15kg.
- This role is public facing therefore the ability to converse at ease with members of the public and provide advice in accurate spoken English is an essential part of the role. A role is classed as public facing if, as an intrinsic part of the role, there is a requirement to regularly speak to members of the public in English.

Additional information

Lancaster City Council - Job Description

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Lancaster City Council - Job Description

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	3 GCSE's at grade C or above Full UK Driving Licence	L1 NVQ or above in horticulture or equivalent qualifications	App Form, Interview, Certificate
Experience	Experience in working in a similar role, i.e in an outdoor setting, public facing role. Experience in working successfully as part of a team		App Form, Interview
Job Related Skills, Knowledge & Abilities	Ability to undertake a variety of maintenance tasks throughout the public realm Ability to use hand tools such as strimmers, hedge cutters, leaf blowers		App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Good verbal and written communication skills Good customer care skills and an ability to deal with visitor enquiries and/or complaints in a professional manner Able to use own initiative and have a hands on approach in dealing with problems Able to work alone and unsupervised on a regular basis Able to work in all outdoor adverse weathers.		App Form, Interview
Special Requirements/Other	Able to confidently undertake work of an enforcement nature and promote a responsible	Pool Plant qualification or the ability to obtain one within probation period	App Form, Interview

Lancaster City Council - Job Description

	<p>approach to the environment.</p> <p>A full awareness of health and safety in the workplace including HAV's</p> <p>An enhanced Disclosure and Barring Service Certificate</p> <p>Ability to work on a shift rota basis, including weekends and bank holidays</p>		<p>Pre employment checks / DBS Certificate</p>
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