



Redruth Town Council

## FACILITIES TECHNICIAN

### SCP 6 -8 (£23,893 - £24,702) pay award pending

(Please note: Grade 6 payable to non-certified new starters advanced to Grade 8 and above on attainment of full qualifications/certifications required for the role)

## JOB DESCRIPTION

### Responsible to:

Facilities Supervisor

### Job Purpose:

To maintain, repair and improve assets owned, leased and maintained under contract by Redruth Town Council including historic buildings, retail areas, street furniture, playgrounds, parks, open green spaces and footpaths.

### Duties & Responsibilities:

- To undertake, either individually, or as a member of a team, a range of horticulturally based maintenance activities including the cutting and strimming of grass, hedge cutting, pruning, planting and weed removal on green spaces within the parish which are either owned or leased by the Town Council, or working in partnership with another authority/organisation. All tasks undertaken adhering to the best practice outlined in the relevant NPTC training.
- To use a range of specialist hand tools and ride-on equipment including mowers, strimmer's, hedge cutters and specialist utility vehicles as directed, including undertaking daily safety checks, regular maintenance, sharpening and cleaning as required.
- Removal of litter, detritus, weeds (by hand), organic material, dumped items and man-made materials from both hard and soft landscaped areas on RTC owned property and designated areas in the public realm.
- Upkeep, repair and improvement of the Council's properties, including implementation of maintenance schedules, damage repairs and reporting of issues requiring remedial action by specialist contractors.
- Carrying out daily safety checks on the RTC fleet vehicles recording any defects. Ensuring trailers are inspected, maintained and attached safely (as instructed and comply with legal requirements).
- To maintain Redruth's rights of way network including all footpaths and bridleways identified in the LMP contractual agreement.
- To carry out routine safety inspections of outside play areas in accordance with ROSPA training and EN 1176 where applicable.
- To undertake general maintenance of play equipment, IAM surfacing and surrounding areas to maximise play benefit and open space value of RTC owned play areas.
- To assist specialist contractors with repair, maintenance and replacement of play equipment on RTC owned play areas.

- To carry out routine and reactive tree inspections on RTC green spaces in line with the recommendations and tree management guidance of the annual tree inspection.
- To assist in the facility preparation, setting up, traffic management and dismantling associated with the four town festivals.
- To participate in the Cornwall Council ASB Incident Reporting Scheme, identifying, recording, and reporting issues of environmental ASB in the parish and, where possible, assist in the maintenance of public areas, within the parish boundaries, or forming part of the public realm.
- To assist in public/civil emergencies/ASB/other issues within the parish as “first-responders” to assist in reactive basic maintenance and cleaning of town areas, alongside authorised owners/contractors, e.g. CORMAC, BIFFA etc, as directed by the Supervisor.
- To ensure Health and Safety regulations are adhered to at all times.
- To adhere to COSHH regulations regarding the safe use and effective storage of hazardous chemicals.
- To participate in discussions leading to the preparation of new Risk Assessments and the annual review of existing Risk Assessments to ensure currency and effectiveness of the RA process.
- To hold an appropriate First Aid at Work qualification to enable effective treatment of colleagues and members of the public during an emergency situation.
- To be a responsible key holder.
- To act in a polite, professional and capable manner at all times, as would be expected as an employee of the Town Council.
- To undertake any other duties as directed of a similar or related nature appropriate to the grade of the post and capabilities of the postholder.

## FACILITIES TECHNICIAN – PERSON SPECIFICATION

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Educational Qualifications</b>	<p>Towing capability (current B+E Licence)</p>	<p>Basic qualifications in Horticulture</p> <p>Any other qualifications relating to horticulture/agriculture or maintenance (NPTC Competencies CS30.1; CS30.2 and CS31)</p> <p>Chapter 8 qualified</p> <p>ROSPA Routine Qualification</p> <p>First Aid Qualification</p>
<b>Skills and Knowledge</b>	<p>Health &amp; Safety knowledge required in relation to Manual Handling, Sharps; Dangerous Materials and Substances etc</p> <p>Awareness needed of the dangers associated with working in close proximity to highways, members of the public, watercourses, slopes, banks etc</p> <p>Understanding of all relevant risk assessments</p> <p>General DIY/ maintenance experience</p> <p>Must be physically fit, able to walk, bend and lift, load, unload and carry and hold equipment whilst undertaking work</p> <p>Able to carry out work outdoors in all weather conditions</p> <p>Reliable, hardworking, able to prioritise, work to meet deadlines and to particular standards</p> <p>Able to be aware of and communicate with team members, Councillors and the general public (including businesses)</p> <p>Must respect confidentiality</p> <p>Able to manage own workload</p> <p>Able to work well unsupervised and on own initiative</p>	<p>Experience of working in similar horticultural environment</p> <p>Experience of using a range of horticultural equipment, including ride-on mower</p>

	<p>Able to respond independently to unexpected situations</p> <p>Willing to be able to work flexible hours and in excess of contracted hours when necessary, in particular during the four festivals held in the town</p> <p>Awareness of roles and responsibilities of others within and outside the organisation</p>	
<b>Other</b>	Full clean UK Driving Licence	