

JOB DESCRIPTION

Post Title:	Park Attendant - Driver
Directorate:	Leisure and Operational Services
Section:	Parks Management
Responsible To:	Park Attendant Supervisor
Salary Grade:	Band D
Hours:	Annualised hours – Total 1924

Main Purpose of the Post:

To provide a high profile, welcoming presence in parks and open spaces. Be front of house promoting the service and serving customers, along with supporting community events. Carry out park-keeping/site maintenance at a variety of locations.

Summary of Duties:

- To undertake general park-keeping duties which are detailed below.
- To deliver the site maintenance programme to achieve set standards and objectives as required by the Supervisors or Managers.
- The post involves weekend and evening working as part of the normal working week. Lone working and as part of a team depending on the service requirements. This role will also involve the occasional evening and night time working for events and other works, this will be notified to you in advance.
- The post holder will be required to work from any park or depot within Lichfield District to meet service demands.
- To support the delivery of the parks community event programme system.
- To be a positive, visible presence in parks and open spaces. Providing excellent customer care, promoting the service. To assist with public incidents i.e. contacting emergency services, or providing basic first aid, or assist with lost children incidents – following on-site procedures.
- Provide and promote site safety awareness, ensuring all work is carried out in a courteous and efficient manner, having regard to the Council's Health and Safety Policy.
- Assist with the supervision of casual staff, volunteers, work placements
- Reporting issues encountered when carrying out duties, along with all damages to site, property, vehicles and equipment to the supervisor **immediately**
- The post holder will be required to hold or obtain a chemical application license such as NPTC, PA1, PA6A, with good knowledge and understanding of the COSHH implications. (within 12 months of appointment)
- To undertake a driving assessment and produce current driving licence as and when requested. To drive safely and correctly at all times observing and complying with Lichfield District Council's Driving at Work Policy and Highway Code.
- Carry out various administrative duties i.e. lost property, accident & incident forms, vehicle check sheets, processing sport & user bookings.

- To attend and contribute to annual personal appraisals and team meetings.
- The work can involve prolonged physical activities which include bending, lifting, pushing, pulling and carrying and walking for up to 9 hours per day.
- To uphold and demonstrate the values of Lichfield District Council, to put customers first, have respect for everyone and to improve and innovate.
- Any other duties appropriate to the post and in line with the needs of the Directorate, working towards the delivery of the Councils Strategic and Service Plans.
- The council reserves the right to vary the content of the job description, after consultation, to reflect the changes to the job without changing the general character of the post or level of responsibility.

Park-keeping duties to include:

- Opening and locking up of sites, buildings and facilities, maintaining security at all times.
- Checking, cleaning and preparing public conveniences, changing rooms and internal areas.
- Emptying litter and dog bins and dispose of accordingly, along with disposing of other unpleasant and disagreeable items.
- Litter picking and appropriately removing of debris from landscape areas, including possible drug related litter i.e. hypodermic needles.
- Sweep areas including pathways, patio areas, building entrances, plus steps.
- Use a range of hand/mechanical tools and equipment, as needed, to complete site maintenance works including; hedgecutting, strimming, clearing weeds, raking safety surfaces and sand cleaning. Undertaking any other suitable work as and when required the supervisor
- Ensuring that all areas of the parks are maintained and presented to the highest standard.
- Acting as the first on-site point of contact for customers and park users.
- Dealing with park related concerns, problems, enquiries and emergencies.
- Serving customers, taking payments and operating the council's till systems.
- Carry out site and equipment inspections.
- Observing, reporting, resolving all health and safety related issues.
- To observe and record reservoir conditions.
- Carrying out safety checks.
- Challenge inappropriate behaviour of park users.
- Carry out alarm tests and fire checks, as necessary.
- Answering emails and telephones, retrieving telephone messages.
- Using various pc packages including Word, Excel, Publisher and Outlook, as necessary.
- Preparing sports and other facilities ready for use.
- Make areas and equipment safe.
- Stewarding/marshalling events in the parks.
- Ensure the stock is managed and maintained.
- Completing reports and paperwork, as required.
- Operating and adhering to the vehicle inspection regime.
- Parks and reservoir maintenance
- Liaising with contractors, which may include obtaining quotes/specifications, requesting purchase orders and inspecting completed works.

Post: Park Attendant

Section/Location: Parks and Rangers Unit,
Beacon Park

	Essential	Desirable	Method of Assessment
Experience	<p>Experience of working in a park, sport, leisure or community environment.</p> <p>Experience of risk assessment and knowledge of health and safety.</p> <p>Relevant practical experience of working in a reception/administration environment.</p> <p>Experience of cash handling.</p>	<p>Relevant practical experience of working with the public in a front line position.</p> <p>Experience of front of house Leisure environment reception / sales duties.</p> <p>Experience of working within a grounds maintenance environment.</p>	<p>Application Form</p> <p>and</p> <p>Interview</p>
Qualifications	<p>Suitable standard of education, including Mathematics and English qualifications.</p> <p>Full driving licence including a minimum class B. Maximum of 6 penalty points.</p> <p>First Aid at Work qualification.</p>	<p>Play Equipment Inspection qualification.</p> <p>Basic Tree Inspecting qualification.</p> <p>Customer Care qualification.</p> <p>Full driving licence including a minimum class B, B plus E, C1. Maximum of 6 penalty points.</p> <p>NPTC, PA1/PA6 Chemical application units or equivalent.</p> <p>Qualified/certificated in the use of hedge cutters, blowers and trimmers.</p>	<p>Application Form</p> <p>and</p> <p>Certificates Required</p>
Training	<p>To undertake any training, keeping knowledge and skills up to date in relation to the post.</p>	<p>Site specific risk assessment training.</p> <p>Training on various horticultural items i.e. sand cleaners and mini sweepers.</p> <p>Appropriate training in the use of hedge cutters, blowers and trimmers.</p>	<p>Application Form</p> <p>and</p> <p>Interview</p>
Particular Skills and Abilities	<p>Able to use a wide range of horticultural tools and equipment</p> <p>Able to provide excellent customer care.</p> <p>Be reliable and flexible and able to work as part of a team,</p>	<p>Flexible approach.</p> <p>COSHH awareness.</p> <p>Ability to assess work required, set priorities and deliver within agreed targets.</p> <p>Basic site maintenance skills i.e. painting.</p>	<p>Application Form</p> <p>and</p> <p>Interview</p>

	<p>or lone work if necessary.</p> <p>Good written communication skills and competent in maintaining records and data.</p> <p>Excellent verbal communication skills and ability to deal with difficult people and situations and resolve conflicts.</p> <p>Computer literate, being familiar with Microsoft programmes including e-mail.</p>		
Other Factors	<p>To wear the corporate uniform and PPE as necessary.</p> <p>Ability to work on own initiative.</p> <p>On occasions working under the supervision of others.</p> <p>Able to work out of hours in all weathers.</p> <p>Able to sustain long prolonged physical activities including, walking, lifting, bending, potentially up to 9 hours per day.</p> <p>Ability to carry out basic vehicle, plant and equipment daily checks/maintenance.</p> <p>Demonstrate the values of Lichfield District Council, to put customers first, have respect for everyone and to improve and innovate.</p>		<p>Application Form</p> <p>and</p> <p>Interview</p> <p>and</p> <p>Medical</p>