

WEST BLETCHLEY COUNCIL

Job Description

Job Title: Estate Caretaker

Reporting to: Parks & Environment Manager

Salary Band: scp 7-12 (£19,554-£21,589)

Purpose of the Job: To contribute towards improving and maintaining standards of environmental safety and cleanliness across the whole of West Bletchley.

Duties

To maintain a visible presence in West Bletchley and regularly check all areas and Council assets within the parish in accordance with an agreed programme.

To work in conjunction with other WBC staff reporting and monitoring any issues that negatively impact on the local environment including fly tipping, vandalism and graffiti, dog fouling, abandoned vehicles and parking on grass verges.

To provide the Council's Community Safety Officer with data relating to the above and support, where appropriate, initiatives that seek to address these issues.

To monitor the ongoing contracts for the maintenance of external areas including the emptying of the Council's dog waste and litter bins and maintenance of the Council's allotments.

To secure, if appropriate, and arrange for removal of small dumped rubbish.

To carry out routine maintenance of Council properties within an agreed maintenance schedule, this may include minor maintenance as and when required.

To carry out public realm duties including seasonal gritting of pathways, leaf clearance and litter picking etc.

To carry out regular inspections of the play equipment within WBC play areas and to report any issues immediately to the Parks & Environment Manager

To participate in initiatives and events that support the Council's objectives and improve quality of life within the parish.

To ensure that the Council's vehicles are properly maintained via weekly checks of the vehicle.

To take all reasonable care for the health and safety of self and others and to carry out all tasks and duties in accordance with the Health and Safety Policy of West Bletchley Council.

To undertake relevant formal training as required.

To assist, when required, with other duties pertaining to the role, at the direction of the Parks & Environment Manager.

Estates Caretaker - June 2019

Person Specification

Quality	Essential
1. Qualifications	Educated to a satisfactory standard in order to communicate effectively, both written and oral. Computer literate – able to use Microsoft Word and Microsoft Outlook.
2. Related experience	Experience of working with the general public
3. Skills and abilities	Physically able to carry out required duties. Practical skills to undertake minor maintenance duties Ability to use initiative and to work without supervision.
4. Knowledge	Awareness of equal opportunities. An understanding of the importance of Health & Safety procedures Commitment to the concept of continuous improvement.
5. Personal qualities	Willingness to undertake formal training. Flexible approach to tasks. Trustworthy with confidential information. Good interpersonal skills with the ability to communicate effectively with a wide range of people, including the general public.
6. Other requirements	Some evening and weekend work. Satisfactory DBS checks Clean driving licence.