



<b>Job Title:</b> Play Maintenance Officer	<b>Central Swindon South Parish Council</b>
<b>Grade:</b> NJC Scale Point 13-17 <b>Salary:</b> £22,627-£24,491	<b>Date Revised:</b> April 2021
<b>Directorate/Group:</b> Parish Council and Clerk Service Delivery	<b>Reporting to:</b> Services Manager

### **Job Purpose and working hours.**

To be part of a delivery team encompassing Grounds Maintenance, Play Areas, Parks and Open Spaces within South Swindon Parish Council boundary as designated by the Parish Council.

South Swindon Parish Council aim to offer a best value service approach and want to embed a culture of continuous improvement, adaptability, learning and development. In doing so, the service will meet the Parish Council's objectives – 'Work with residents to create well cared for neighborhoods' and 'Make best use of South Swindon Parish resources to achieve a quality service for our Parish residents and business customers.

The role of Play Maintenance Officer will be crucial to delivering localized resources within our communities and as such we require a dedicated conscientious person who cares and wants to take ownership of their roles and tasks, completing work to deadlines and of a high standard.

### **Key Accountabilities**

- Working to deadlines and delivering a high-quality standard in all areas of play Maintenance. Work undertaken will be of a skilled nature and post holders would be expected to be proficient in the use of all equipment, plant and machinery and drive a wide range of vehicles.
- To use own initiative on day-to-day activities within the overall guidelines set out by your supervisor.
- Due to the nature of the role the post holder is to complete a Disclosure and Barring Service check every three years (DBS Check).
- Undertake operational inspections, equipment repair to ensure the condition of play area sites meet quality standards including the designated surrounding area.
- Customer satisfaction and safety to be always a prime consideration by undertaking appropriate and timely action to ensure public safety.
- General maintenance including the cleaning and the safe use of hand and power tools, mechanical knowledge of tools used is essential. Sourcing of spare parts to maintain service delivery and be able to guide other colleagues in the maintenance of the above.
- Undertake grounds maintenance and associated work predominately associated with playground sites this will include the use of horticultural machinery.
- Complete and record scheduled playground inspections.
- Litter clearance, sweeping and general tidying of sites including undertaking temporary and permanent surface repairs.
- Ensure that any identified personal training needs are discussed with their immediate supervisor.

- To fully comply with South Swindon Parish Council instruction and guidance and the Industry, Health and Safety act work act 1974 whilst delivering services and representing the Parish Council.
- Read risk assessments and safe systems of work, carrying out the instruction and guidance as listed.
- Basic form filling/administration skills to record work accurately. This will include vehicle logs, waste disposal tickets, read service plans, complete needle collection forms and any work-related documentation.
- Have a good working knowledge of working safely within a public environment to include safe working around overhead and underground utility services.

This job description is intended as a general guide to the duties of the post and is not inflexible. It may be altered from time to time to reflect the changing needs of the parish council in consultation with the post holder.

**Knowledge & Experience**

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

Minimum –

- Experience in play inspections and maintenance.
- Experience in using all types of repairs and maintenance equipment.
- Full clean driving licence.

Preferred –

General mechanical repairs experience or qualification.

- Knowledge and experience of repairs maintenance.
- Machinery qualifications, knowledge/experience.
- Trailer Licence useful.

**Decision Making**

To use own initiative on day-to-day activities within the overall guidelines set out by your Supervisor or Manager but to seek guidance when unsure.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs covered.</b></p> <ul style="list-style-type: none"> <li>• Inspection, repairs and general maintenance of play areas and their surrounds including grounds maintenance within these identified areas.</li> </ul>	<p><b>Budget:</b> N/A</p>
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**Contacts and Relationships**

- Significant experience of successfully working within multi-disciplinary teams, including existing parish staff.
- Ability to operate confidently with all the roles within the job role.
- Confident in and able to challenge actions, behaviours, and decisions in the event that they are contrary to the Health and Safety at work act or Parish instructions/guidelines.

## Values & Behaviours

### **Self- Awareness**

- Awareness of one's own behaviour, values, attitudes, strengths, and weaknesses.
- Ability to reflect on one's behaviour and change them.

### **Integrity**

- Authenticity – being yourself and not wanting to look good or avoid looking bad.
- Leading by example – being the role model you wish others to grow in to.

### **Collaboration**

- Giving space to others and not imposing own views or judgements that may cause hurt or offence.
- Enabling development through co-creation, collective learning and sharing of information.

### **Meaningful Relationships**

- Is compassionate and accepting of others whatever race, sexual orientation or intelligence level.
- Connecting with others at an honest human level treating each other with respect and trust.

### **Resilience**

- To be aware of and utilise personal strengths and resources to endure tough times.
- Keeping a positive outlook and using challenges as personal growth not a defeatist attitude.

### **Clarity of Intention**

- Clear and effective communicator.
- Is purposeful and makes informed decisions.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	