

RUSHDEN TOWN COUNCIL

Job Description

Post Title: PARKS, OPEN SPACES AND BUILDINGS OFFICER

Responsible to: Town Clerk

Hours of Work: 37 hours per week. Some weekend or evening working may be required

Main Purpose of Post

To ensure all Parks, Open Spaces and buildings owned by Rushden Town Council are maintained to a high standard.

Specific Responsibilities

1. To carry out visual and operational inspections to all play areas, play equipment, parks and buildings and record any findings using electronic Play Safe system.
2. To carry out basic repairs to equipment and buildings
3. Ensure all parks and open spaces are maintained and kept tidy
4. Periodic inspections of Rushden High Street and reporting findings to Highways via Street Doctor
5. To assist with events organised by Rushden Town Council
6. To check sports pavilions regularly for defects and supplies.
7. To check public toilets regularly for defects and supplies
8. To monitor dog fouling, check dog bins are emptied and liaise with Environmental Officer
9. To undertake headstone testing and record findings
10. To respond to emergency situations as and when required and take necessary action to rectify any damage to Council property.
11. Locking and unlocking Rushden Hall and park gates as required.
12. To have a basic Health and Safety awareness in relation to all assets owned by the Town Council.
13. To carry out other allied duties which may be required from time to time

Person Specification

	Essential Criteria	Desirable Criteria
Key Skills and Abilities	<p>Ability to effectively organise personal workloads.</p> <p>Ability to undertake a diverse workload.</p>	
Education and Qualifications	Good general education.	
Knowledge	Practical DIY skills	<p>Knowledge of Health and Safety.</p> <p>Practical knowledge of asset maintenance and inspection of assets</p>
Experience	Working with the public and a good level of customer care.	Experience of working in this type of role.
Personal Attributes	<p>Good interpersonal skills. Ability to work in a team with staff and Councillors.</p> <p>Ability to use one's initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Self-motivated and a positive attitude.</p> <p>Can work alone.</p> <p>Lives local to Rushden</p>	Full clean driving licence.