

JOB SUMMARY

Post Title	Maintenance Officer						
Job Family	<i>Service Delivery</i>	Pay Range	<i>04</i>	Line Manager to others?	Yes /No	Role profile ref	<i>SD04</i>
Service Area	<i>Waste and Public Realm</i>						
Line Manager	<i>Parks and Open Spaces Manager</i>						
Location	<i>County Hall/Agile</i>						

Job Purpose			
<p>The Maintenance Officer is responsible for undertaking tasks that contribute to the upkeep and enhancement of public parks, open spaces, countryside areas, playgrounds and recreational areas.</p> <p>This role involves performing a variety of maintenance tasks to ensure that our outdoor public spaces are safe, clean, and aesthetically pleasing for community use. These could include, but are not limited to, graffiti removal, maintenance of benches, fences and gates, surface repairs, playground equipment maintenance/repair, erecting signage, general grounds maintenance.</p>			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)			
<ul style="list-style-type: none"> • To assist the Parks Officer and Public Realm Maintenance Officer, undertaking tasks as directed. • Inspect and repair public realm assets and facilities to ensure they are in good working order. • To provide information and reports to the Parks Officer and Public Realm Maintenance Officer following inspections or repairs. • Address maintenance issues promptly and efficiently. • Safely operate maintenance equipment and other necessary tools. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.		E	
Awareness and understanding of the customer's needs.	<i>Strong observational skills to identify maintenance needs and ensure high standards of cleanliness and safety.</i>		D
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<i>Previous experience in mechanical maintenance, grounds maintenance, horticulture landscaping, or a related field.</i>	E	
Safe and competent use of relevant equipment / tools.	<i>Proficiency in operating maintenance equipment and tools safely and effectively. Tools including, but not limited to: screwdriver, hammer, saw, spade, power drill, SDS drill, angle grinder, battery powered saws.</i>	E	
Knowledge of relevant health and safety procedures.	<i>Knowledge of health and safety regulations.</i>	E	
Ability to communicate clearly to build trust both one to one and with groups.	<i>Ability to interact positively with the public and work collaboratively with team members.</i>	E	
Ability to follow processes, carry out and review procedures, record and monitor information accurately.	<i>Able to carry out designated tasks within specified timeframe and record the outcome.</i>	E	
Basic literacy and numeracy.	<i>Ability to keep records of tasks and</i>	E	

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	<i>inspections.</i>		
Practical knowledge of ICT systems.	<i>Outlook and Microsoft Teams</i>		D
Able to maintain accurate records as and when required.	<i>Ability to keep records of tasks and inspections.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.			
GCSE level qualifications or equivalent experience	<i>4 x GCSE's including English and Maths</i>	E	
Other Requirements			
Physical fitness: Ability to perform manual labour, including lifting heavy objects and working outdoors in various weather conditions.			
Full driving license essential.			
Organisation Structure (optional)			