**JOB DESCRIPTION**

**PUBLIC HEALTH**

**JOB TITLE:** SITE OPERATIVE (SUMMERHILL)

**DIVISION:** SPORT & RECREATION

**GRADE:** BAND 3

**RESPONSIBLE TO:** OUTDOOR ACTIVITIES COORDINATOR

**POST REFERENCE NO:** SR**-**106245

# **Purpose of the Post**

Under the direction of the Outdoor Activities Coordinator to carry out a range of general site maintenance duties which support the running of the facilities at Summerhill. Also to provide assistance in other areas of the site and act as a key-holder, responding to out of hours emergencies as and when required.

# **Relationships**

To work closely with the site management team and staff and form professional and effective relationships with a range of other people in furthering the operation of the site. This range will include Summerhill staff, client groups and officials of the Authority, services providers, client groups and members of the local community.

# **Main Duties and Responsibilities**

1. **Cleaning Duties**

Carry out a range of pre-programmed and reactive cleaning duties around the Visitor Centre and site.

1. **Waste Management**

Ensure that waste from the Centre and across the site is collected, stored, disposed and / or recycled regularly and effectively and in a manner which complies with relevant Health, Safety and Hygiene requirements.

1. **Grounds Maintenance**

To carry out a range of specified tasks appropriate to the time of year that help to maintain the site’s grounds in safe condition and in good order and appearance. This will also support elements of the site habitat management and conservation plans.

1. **Site Maintenance and Repair**

* Undertake routine inspections and safety checks as well as those associated with the buildings, plant and equipment, providing reports back to the Outdoor Activities Coordinator.
* Carry out a range of general maintenance and repair work as directed by the Outdoor Activities Coordinator.

1. **Storage and Management of Maintenance Equipment**

To ensure that all machinery / tools / maintenance equipment is well maintained and stored in a safe, secure and well ordered manner.

1. **Site Security**

* As part of a team, be responsible for the security of the Visitor Centre ensuring the opening and/or closing of the building in accordance with operational hours and responding to any call-outs on an agreed rotational basis.
* In co-operation with the site management, assist with the implementation of strategies that help to ensure site security.

1. **Transport**

To assist with the conveyance of client groups as and when required and carry out a range of other tasks that assist with the management of Centre transport.

* Daily checks
* Refuelling
* Cleaning

1. **Health and Safety**
   * To carry out all duties in a safe manner that conforms to established guidelines and best practice.
   * To inform the site management of any health and safety issues that comes to the attention of the post holder.
2. **Miscellaneous**

* Give assistance as necessary to trades persons / service providers / client groups / members of the public.
* Give assistance as directed with the management, maintenance, setting up and taking down of activity equipment.
* To be local point of contact in the event of an ‘emergency’ for visiting clients to the Centre.

1. **Other**

Any other duties which might reasonably be required and allocated by the Outdoor Activities Coordinator.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: May 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**