

## Job Description

**Job Title:** Apprentice Place Management Technician

**Salary Grade:** First year of apprenticeship £3.70 per hour

£7138 - Living wage applies to 19 years and over following successful completion of first year

**Job Family:** Operational Services

**Directorate:** Economy and Place

**Duration** 2 years

**Purpose:**

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship and to assist in the delivery of services including grounds maintenance, horticulture, cemeteries, street cleansing and wastes management.

**Main Duties and Responsibilities:**

- Assist in the general maintenance of public parks, cemeteries, playing fields, highways, footpaths, developed and landscaped areas and similar open spaces.
- Undertake grass cutting, clearing leaves and litter, emptying of litter and dog waste bins, erection and dismantling of sports and other equipment, cleaning of public areas and buildings, pavilions, changing rooms and toilets, clearing debris from road traffic accidents and assisting higher graded staff in their work.
- Using information technology to report and record customer requests/enquiries, health and safety issues, report and record evidence of problems affecting the quality of the local environment eg litter, abandoned vehicles, graffiti, sharps, dog fouling, fly-posting etc.

- Undertake collection of waste and recyclable materials in accordance with service requirements.
- Required to work from comprehensive instructions, but also to make minor decisions involving the use of some judgement under supervision.
- Follow written and/or oral instructions as required.
- Deal with customer requests for service/complaints and provide feedback if required.
- Report and, where appropriate, remove graffiti and fly-posting.
- Undertake manual cleansing activities including sweeping, picking of leaves, litter, weed removal, detritus and illegally dumped waste, where appropriate.
- Installation of litter/dog waste-bins.
- Emptying of litter/dog waste-bins.
- Clearing snow/ice and applying grit to pedestrianised areas and footpaths.
- Application of soaking agents/de-greaser, clearance of spillages and residue eg paint, oil, dead animals etc
- Respond to needs of clients, where appropriate, using relevant equipment i.e. hand-held tools and mowers etc., and/or materials, as required.
- Carry out authorised repairs to machinery, equipment and tyres.
- Undertake grass cutting, hedge trimming, clearing leaves and litter.
- Assist with constructional labouring work erection and dismantling of sports and other equipment.
- Cleaning of public buildings, pavilions, changing rooms and toilets, as required.
- To report, and where appropriate remove, household, industrial and commercial refuse from a variety of locations.
- To report and record environmental issues to assist with achieving enforcement action.
- Use specialist equipment to remove gum from footpaths.
- To select the correct green waste suitable for compost.

- Safe removal of sharps and drug related paraphernalia and report as per agreed procedures.
- Assist in the upkeep of artificial/synthetic pitches and maintenance of sport areas as required.
- Assist with tasks such as propagation and nursery care of plants, site preparation.
- Identify and report anti-social behaviour using agreed communication channels.
- Liaise with customers to assess and provision of assisted collections.
- Assist with bed maintenance when required.
- Assist higher graded operatives as required.
- Undertake key holder responsibilities as and when required.
- Reporting and recording as per agreed procedures.
- Any other duties which are commensurate with the grading of the post.
- To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
- To meet deadlines associated to progression through the full apprenticeship period.
- To complete assignments/projects which relate to the apprenticeship framework to meet target dates
- To treat all information gathered, either electronically or manually in a confidential manner

### **General Information:**

- A staff uniform is provided which should be worn at all times.
- Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
- Comply with the principles and requirements of the Freedom of Information Act 2000

- Comply with the Council's information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
- Carry out duties with full regard to the Council's Equality policies, Code of Conduct and all other Council policies.
- Comply with the Council's Health and Safety policy, rules and regulations and with Health and Safety legislation.
- Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

**Date:** July 2018

## Person Specification

**Job Title:**           **Apprentice Place Management Technician**

**Salary Grade:**   **Apprentice grade**

**Directorate:**     **Economy and Place**

Essential Requirements	Method of Assessment
<p><b>Experience/Education/Training</b></p> <ul style="list-style-type: none"> <li>• Numeracy and literacy skills</li> <li>• Commitment to attend appropriate training to obtain Level 2 Cleaning and Environmental support services.</li> <li>• Participate in and complete the in-house training programme.</li> </ul>	<p>Application Form/ Interview</p>
<p><b>Skills/knowledge and Ability</b></p> <p>Be able to develop knowledge and experience of:-</p> <ul style="list-style-type: none"> <li>• All aspects of environmental maintenance delivered by the service.</li> <li>• Using information technology to report and record.</li> <li>• An interest in environmental maintenance operations.</li> <li>• Be able to communicate effectively verbally, in person or over the telephone, and in writing to share and obtain information.</li> <li>• Able to work effectively within a busy team environment, or independently.</li> <li>• Be able to provide excellent customer service by being able to delight customers, and deliver high quality tailored services to meet needs and exceed expectations.</li> <li>• Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy.</li> </ul>	<p>Application Form/ Interview/ Online assessment</p>

<ul style="list-style-type: none"> <li>• Able to work at a fast pace and cope well with a higher level of workload.</li> <li>• Able to maintain a positive view of situations.</li> </ul>	
<p><b>Work related circumstances</b></p> <ul style="list-style-type: none"> <li>• Ability to meet the travel requirements of the post</li> <li>• Ability to work outside of normal working hours to meet the needs of the service.</li> <li>• Compliance with health and safety rules, regulations and legislation.</li> <li>• Ability to undertake Training</li> <li>• Commitment to Equal opportunities</li> </ul>	<p>Application Form/ Interview</p>