Job Description

Job Title: Parks and Playground Technical Officer
Post No: CBC/ .......
Grade: E
Division: Planning
Location: Central Depot
Responsible to: Green Space Development Officer

Part A: Job purpose
The post of Parks and Playground Technical Officer is one of 3 posts reporting to the Green Space Development Officer.
The post holder will support the Parks Development Team in terms of the areas of activity listed within Part C.

This job description operates in conjunction with the council constitution including the scheme of delegations.

Part B: Key result areas

1. Own personal management and development
   a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
   b) to ensure that the council's equal opportunities policies are followed and actively practice social inclusion within own area of service.
   c) to read and respond to corporate communications and information which is disseminated.
   d) to participate in the council's agreed performance appraisal system.

2. Responsible for all physical resources and budgets allocated to the unit.
   a) no budget responsibility;
   b) ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
   c) to comply with standing orders, financial regulations and all other council policies and systems for ensuring financial probity;
3. **Professional / technical**

   a) maintain personal professional/technical competence within the service area in part C;

4. **Other responsibilities**

   a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.

   b) to comply with all aspects of the corporate health, safety and welfare policy.

   c) to carry out any other duties that may be required commensurate with the general level of responsibility for the post.

**Part C - Specific Service Areas**

1. **Parks and Green Space Infrastructure**

   a) Undertake regular inspection of parks and green space in line with Parks Infrastructure Regime.

   b) Keep accurate records of all inspections, and ensure all records are securely archived for future reference.

   c) Prioritise defects from inspections and schedule remedial work accordingly to be undertaken by self or others.

   d) To carry out remedial works where possible, or where necessary, specifies remedial work and provide adequate information to contractors to enable competitive prices to be obtained.

   e) Ensure performance of works by contractors is undertaken to agreed standards and time scales, and that performance is monitored.

   f) Keep accurate records of remedial works carried out by self and/or contractors to demonstrate a direct link between inspection and repair.

   g) Respond promptly to complaints / enquiries concerning damage / incidents relating to parks and open space infrastructure, and general property and ownership issues.

   h) Advise members of public or contractors of councils legal, insurance and general health and safety requirements when access is requested onto parks and open spaces to maintain private property, plant or equipment.

   i) Ensure all incidents of vandalism and graffiti are recorded on the divisional spread sheet.

   j) Continuously review infrastructure regime and update as required; by adding new sites or amending frequency or process in line with good practice or legal advice. Take part in migrating paper based systems to GIS and database systems.

2. **Inspecting and implementing repairs to outdoor play areas**
a) To inspect all public outdoor play areas on a monthly basis in line with BSEN 1176, BS EN1177/other appropriate standards;

b) Formulate monthly plan for execution of repair work to play areas based upon information from inspections:
   
   i) draw up specifications and plans;
   ii) determine whether repairs can be carried out in house, or if not:
   iii) determine prices using companies best suited to undertake works;
   iv) ensure performance of works to the agreed standards and timescales

c) Maintain stock control systems to manage playground equipment spares for execution of repairs.

d) Develop systems to continuously and accurately update the play areas database, including:

   i) types of equipment/surfacing at each site;
   ii) photographic records;
   iii) provide information to enable plans to be updated
   iv) accurate records of all repair work

3. Maintaining / Developing Green Space Standards through Green Flag Park Awards and Divisional Service Plan

   a) Take part in Green Flag meetings, and carry out infrastructure maintenance work to support park management plans and action plans.

   b) Be aware of, and reflect the priorities of the Council’s own corporate and business plans, and the Service Delivery Plan of the Green Environment Division.

   c) Provide performance information in order to measure progress against corporate and divisional targets / indicators.

   d) Identify inappropriate landscape elements or disused furniture and fittings through the inspection process. Plan for replacements and removals accordingly.

4. Monitoring of Premises Utilities

   a) To be responsible for monitoring the consumption of premises and site utilities e.g. electricity, gas, water etc, checking invoices against meter readings and approving payment.

   b) Whenever necessary, thoroughly investigate leaks/overuse and take appropriate action to alleviate the problem.

5. Water Features Maintenance

   a) Assist with the preparation of technical specifications for the maintenance/refurbishment of the Council’s water features.

   b) Assist with the production of detailed bills of quantities, schedules of rates/daywork rates and plans for the tendering of the contracts.

   c) Assist with monitoring the contracted maintenance of water features; where necessary, accurately recording observations of the contractor’s failure to adhere to the contract conditions/specification, photographically or in a written report, and keeping the Green Space Development Officer informed as required.
6. Development and Promotion

a) Monitor special events and ensure land hirers comply with the council’s terms and conditions, Health, Safety and Welfare and insurance procedures.

b) Liaise with land hirers in relation to on site requirements i.e. utilities.

c) Carry out pre- and post- event site condition surveys

d) Supporting volunteer working parties.

7. Administration and Communication

a) Assist the Green Space Development Officer with budgetary control – prepare cost estimates, and request quotations.

b) Ensure appropriate action is taken in line with Council procedures on letters/memoranda/complaints for the Section.

c) To use the Council’s financial systems to:
   i) Order goods
   ii) Goods receipt items and services supplied
   iii) Approve payments
   iv) Record time and leave

8. To keep up to date with current practice and changes in legislation.
### Essential Criteria (it is essential that applicants satisfy the criteria listed in boxes A to E)

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<th>A. Skills and Abilities</th>
<th>Assessment Code</th>
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<td>(Including basic, technical, communication, managerial skills, skills dealing with</td>
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<td>people, etc.)</td>
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<td>1. Ability to be able to assess information from detailed observations; recognise</td>
<td>S/I</td>
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<td>that a problem exists and to make a balanced judgement with fellow officers in a</td>
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<td>team environment.</td>
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<td>2. To be organised and be able to record observations in a logical way, and record</td>
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<td>information safely in the event it should be required at a later date; to produce</td>
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<td>simple chronological and factual reports.</td>
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<td>3. Ability to maintain effective communication with fellow officers in a team</td>
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<td>environment.</td>
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<td>4. Ability to work unsupervised in a self-motivated and well organised manner.</td>
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<td>5. Ability to be able to give and receive detailed instructions, which are given</td>
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<td>either verbally or in written form, and act on them.</td>
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<td>6. Ability to deal effectively and tactfully with customers.</td>
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<td>7. Ability to demonstrate basic landscape construction such as carpentry and</td>
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<td>joinery skills, paving and brickwork.</td>
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<td>8. Ability to instruct and supervise the work of contractors and volunteers.</td>
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### B. Knowledge

1. Knowledge and understanding of landscape construction.  
2. Knowledge of simple specification writing and preparation of plans to obtain competitive quotations for implementation of work by others.  
4. Basic knowledge of Local Government.  
5. Knowledge of electrical installations.

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### C. Work Related Experience

1. Will have practical experience in the landscape or construction industries.  
2. Experience of health and safety matters.  
3. Basic computing literacy i.e. Microsoft Word and Microsoft Excel.

### D. Qualifications - for which there is a legal/professional requirement

1. Driving licence.

### E. Circumstances

The work place is a non-smoking environment.

1. Ability to be flexible in providing emergency works to ensure public safety as and when required.  
2. Must be able to demonstrate commitment to providing safe, quality outdoor facilities.

### F. Desirable Criteria

(It is not essential to satisfy these requirements, but they may be used during shortlisting)

1. Basic knowledge of electrical installations.  
2. To have undertaken some form of recognised training in the field of playground safety and Inspection.  
3. Basic skills in arc welding and gas welding.  
4. Recognised qualification in landscaping and/or construction profession.

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<th>Descriptors</th>
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**Criteria Assessment Code Descriptors**

- **S** - To be assessed at shortlisting for interview.  
- **I** - To be assessed at interview  
- **T** - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)

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**Verification Statement**

I confirm that this Personnel Specification has been approved by:
<table>
<thead>
<tr>
<th>Name:</th>
<th>Adam Reynolds</th>
<th>Job title: Adam Reynolds</th>
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<tbody>
<tr>
<td>Signature:</td>
<td>Date of Approval: 12-05-2017</td>
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**This statement must be completed before the form is sent to Human Resources**

This form is produced by Human Resources, if you would like to comment on it please call us on 775164 or email jobs@cheltenham.gov.uk

*Form updated June 2015*