

Hertfordshire County Council Job Outline



JOB TITLE: Craftsperson (Rural)
GRADE: H5
REPORTS TO: Countryside Work Supervisor
DEPARTMENT: Resources
TEAM: Rural Estates
LOCATION: Aldenham

Purpose of the Job

To carry out practical on-site works across the rural property portfolio to maintain, repair or improve the built or natural estate infrastructure.

Main Areas of Responsibility

Carry out in accordance with an Annual Works Programme scheduled on-site or workshop based practical day to day grounds, land or woodland maintenance, improvement or upgrading work. All tasks to conform to appropriate quality and performance standards set by the Countryside Works Supervisor, industry best practice or legal requirement.

Undertake all types of re-active and un-scheduled site based tasks either as directed by the Works Supervisor or according, to post holder's skills and experience and previously issued guidelines, on own initiative.

Use and maintain a range of power and hand tools, plant, machinery and vehicles in a safe, fit for purpose and useable condition, carrying out daily service routines as required.

Maintain and contribute to, a well organised and structured Workshop facility and ensure efficient and effective arrangement of accessible tools, plant and equipment at all times.

Comply with and act upon all Health, Safety and Welfare directions and ensure full compliance with guidelines and safe working practice. Contribute with manager to safety audits, COSHH assessments and individual task based risk assessments as required

Order materials, supplies and other services to pre-agreed financial limits and liaise with other team members, tenants, suppliers, contractors or other third parties to ensure effective and efficient delivery or procurement arrangements

Communicate positively and clearly on an ad-hoc basis to members of the public, tenants, volunteers and others on the nature and reasons for works being undertaken and generally promote best practice in all works being undertaken.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on HertsDirect, on the internal intranet 'Compass' or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Person Specification

Good practical working experience of

Forestry, site or grounds maintenance works, agriculture, or a combination of these skills and knowledge, hold a chainsaw certificate (NPTC - CS 30 & 31), demonstrate competency in chainsaw use and hold NPTC Pesticide Certificate to PA1 & PA6. Practical experience is required of agricultural/arboriculture plant and machinery, associated workshop tools and knowledge of servicing requirements. Working knowledge of woodland management and understanding of environmental, ecological and conservation, public access related issues and associated sensitivities.

The post-holder should also;

- Have practical knowledge of safe working practices, site Health & Safety requirements, risk assessments and an understanding of COSHH and in all cases be familiar with, or have experience or organising/holding responsibility for, tools and equipment or workshop based practices and be capable of maintaining accurate records.
- Possess a full driving licence and hold, or be capable of passing, trailer test category E.