

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			1163
Job Title	Estate Worker (Technical Support)		
Service	Environment	Team	Countryside Service
Location	Dinton Pastures		
Reports to	Simon Bartlam		
Grade:	Type of position:		Hours per Week:
5R	Permanent Full time		37

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

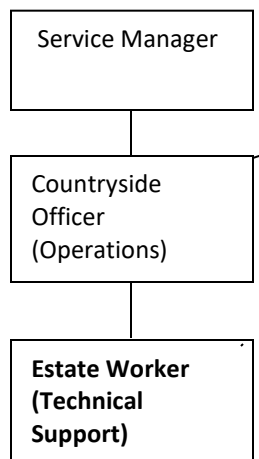
Service Purpose

To effectively manage the council's Country Parks and Nature Reserves, PROW and to offer biodiversity advice.

General Description of the job

To support the implementation of the Countryside Service Business Plan and be part of a comprehensive ranger service with specific responsibilities for carrying out estate work, plus the maintaining and enhancing of systems and procedures vital to the Service's Operations.

Organisation Chart



Main Accountabilities of the post

<List the key Accountabilities and outcomes for the post. I.e. what is the responsibility of the post holder (Accountability), and what difference it makes (Outcome).>

1	Operating power machinery
2	Maintaining workshops and machinery
3	Performing habitat management tasks
4	Maintaining site furniture
5	Maintaining footpath network
6	Inspections and maintenance of Service's Play Areas.
7	Maintenance and upkeep of paddling pool including infrequent supervision.
8	Maintenance and upkeep of car park ticket machines
9	Developing and implementing management and monitoring systems such as the risk assessment refreshment process.
10	Supervision of Volunteers and/or Assistant Estate Workers/Seasonal Staff

Additional Corporate Responsibilities

1	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2	Values Profile: To follow the principles set out in the Employee Values Profile
3	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
5	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
6	<p>Special Factors:</p> <ul style="list-style-type: none"> • To work flexibly including evening and other out-of-hour requirements, weekends and bank holidays. • Required to travel within the Borough. • Requirement to undertake such duties as are reasonably expected by the line manager. • Unsociable hours • Ability to work regular weekends and bank holidays • Outdoor working in all weathers • Cash Handling

	<ul style="list-style-type: none"> • Equipment checks • Remote Working and Lone working • Responsibility for locking/unlocking of sites and buildings • Handling Chemicals according to COSHH Regulations • Up to date on a number of vaccinations and to carry a Leptospirosis card.
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Scope

Resources	Facilities, equipment or systems within overall span of control	<p>Safe use of Service vehicles, machinery and tools.</p> <p>Safe operating of Paddling Pool system.</p> <p>Safe operating of Car Park machines.</p> <p>Responsibility for IT equipment including hand-held devices and smartphone.</p> <p>Infrequent cash handling.</p>
DBS Check required	Yes	

Person Specification

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.

Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> • NVQ Level 2 in associated area or equivalent skill level. • First Aid at Work (3 day) • NPTC Level 2 Tractor driving and related tractor operations. • NPTC CS30/31 Chainsaw • Full driving licence 	<p>RYA Powerboat Level 2</p> <p>Brushcutter</p> <p>Trailer Driving</p> <p>Playground Inspector</p>
Technical Skills.	Essential	Desirable
	<ul style="list-style-type: none"> • Practical Countryside Skills eg., coppicing, footpath creation and maintenance. • Machinery and power tools skills • Good Team work 	Organisational skills

	<ul style="list-style-type: none"> • Good Customer Care skills • High level of IT skills • Record keeping and Data Entry • Monitoring system design and implementation 	
Knowledge	Essential	Desirable
	<ul style="list-style-type: none"> • Good working knowledge of natural history and environmental issues • DIY skills 	
Experience	Essential	Desirable
	<ul style="list-style-type: none"> • Experience of general administration and IT • Experience of working with volunteers • Working in a similar setting in estate work. 	<p>Experience of leading a work party</p> <p>Experience of supervising others</p>