JD23 

**JOB DESCRIPTION**

**Department:** Green Sefton **Location:** Boroughwide

**Team:** Land Management **Post No.**

**Post:** Ranger 3 - Tractor Driver **JE No.**

**Grade:** D

**Responsible to:** Principal Maintenance Officer

**Responsible for:** As per the organisation chart

**Job Purpose:**

Delivery of routine maintenance activities in support of the Green Sefton team working with members of the public, community/user groups, beneficiaries, and other stakeholders. Providing a defined standard of maintenance and supporting the efficient running of the section

To act as an ambassador for the Green Sefton service and Sefton Council

**Main Duties and Responsibilities:**

The post holder will be required to:

1. Responsibility for the implementation of programmed grounds maintenance duties, routes & rounds in support of work schedules to the specified quality and performance standards. Examples would include tractor driving, loading and the use of tractor mounted, and tractor trailed implements.

1. Liaise and communicate with the public, community volunteers, colleagues, management, and other Council services in a polite a courteous manner. To report any incidents, issues or concerns relating to use or abuse of our sites to your supervisor/manager.

1. Ensure correct use and day to day maintenance of vehicles, machinery, tools and allocated/assigned assets to the specified standards and assist the fitter with tractor maintenance tasks as directed.
2. Adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public. Responsibility to raise awareness and operational specifics relevant to tractor operations to the wider team. Take responsibility for the upkeep of the Health & Safety Operating system(s)
3. Take responsibility for completing basic work records, inspection tick sheets and procedural documentation completed and filed as directed.
4. Responsibility for the security of vehicles, machinery, equipment, tools and buildings as directed.
5. Responsibility to ensure you report to work always wearing issued uniform and PPE, appropriately dressed for the weather/working conditions.
6. Occasional responsibility to work with community volunteers, partners and user groups assigned to support specified works and/or activities as directed.

**Team Service Description:**

Green Sefton provides our communities with a clean, green Borough (including parks and greenspaces, trees, and woodlands, play and recreational facilities, and our coast and countryside, which include specially protected sites) to the benefit of residents, visitors, investors, and nature.

The team focuses on the maintenance of the Green Sefton asset.

Supported by the Development Team it identifies, develops, and delivers strategies and plans which lead to improvements to Green Sefton assets and contribute to service outcomes. It delivers continuous improvement to develop the most effective, efficient and customer focused service including sustainable management of these important natural habitats and public spaces.

**To Deliver the following Outcomes:**

* Maintenance of Green Sefton, proving clean, safe, and accessible facilities for our communities.
* Support the management and development of our green infrastructure to deliver benefits for people, place, and nature.

**Linkages:**

To deliver the outcomes for your role and your team, and to contribute to the delivery of

Council outcomes, you will be expected to work with other teams within the Green Sefton Service, other corporate departments, outside agencies and partners and members of the public. Some of the critical relationships for your post include:

* Sports and Leisure Services
* Civic Buildings
* Community
* User Groups
* Volunteers
* Partner Organisations

This does not represent an exhaustive list.

**Qualifications and Experience:**

See Person Specification

**Organisation Chart:**

See attached.

**Special Conditions:**

Working weekends, evenings and Bank Holidays may be a requirement of this role.

Lone working.

**General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading. This may include duties assigned during periods of adverse weather and/or in response to an emergency.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

**Prepared By**:Steve Howe

**Designation:** Principal Maintenance Officer

**Date:** March 2024

# PERSON SPECIFICATION

Post: Ranger 3 – Tractor Driver Post No.

Department: Green Sefton Team: Land Management

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| --- | --- | --- |
| Personal Attributes Required (considerations) | Essential (E) Or  Desirable (D) | Method of Assessment (suggested) |
| **QUALIFICATIONS/TRAINING**  NVQ Level 2 Certificate or Diploma in a relevant subject (environmental conservation, horticulture, forestry and arboriculture, green keeping, Groundsmanship or equivalent  NVQ Level 3 Certificate or Diploma (same as above)  Certification in maintenance machinery/equipment operations. Examples would be: Strimmer/Brushcutter, Hedge- trimmer, Pedestrian Mower, Blower,  PA1 & PA6 Licence in the Safe Use and Application of Pesticides, PA2 licence in horizontal boom sprayer application  Certification in the safe use of tractor mounted mowers, agricultural driving and related operations  Trailer Licence | (E)  (D)  (D)  (D)  (E)  (E) | AF/C  AF/C AF/C  AF/C  AF/C  AF/C |

|  |  |  |
| --- | --- | --- |
| **EXPERIENCE**  Experience of tractor operation working in a relevant area such as, environmental conservation, horticulture, forestry & arboriculture, greenkeeping, Groundsmanship or other land/estate maintenance operations  Experience of working within a Local Authority environment | (E)  (D) | AF/I  AF/I |
| SKILLS/KNOWLEDGE/APTITUDES  Practical skills and knowledge of tractor operations across relevant areas of environmental conservation, coastal management, horticulture, forestry and arboriculture or estate management  Basic Literacy and numeracy skills  Application of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment, as per certification.  Ability to communicate orally to inform the public and other members of staff of any issues relating to site maintenance. Ability to use tact when dealing with potentially difficult subjects  Undertake on the job training with members of the team to ensure they are aware of the operational specifics of tractor operations  Ability to work from instructions and work programmes, but making minor decisions involving the use of initiative. Reporting progress or problems to a lead ranger, supervisor or manager. Able to work without direct supervision | (E)  (E)  (E)  (E)  (E)  (E) | AF/I  AF/I AF/I  AF/I  AF/I  AF/I |
| **SPECIAL REQUIREMENTS**  The post will entail short periods of physical effort (for example, lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)  The post will entail some exposure to disagreeable, unpleasant or hazardous  environmental working conditions or people related behaviour. | (E)  (E) | AF/I  AF/I |

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| Driving Licence | (E) | AF/I |

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| Prepared by: Stephen Howe | AF | = Application Form |
|  | C | = Certificate |
|  | I | = Interview |
| Date: 07/03/2024 | T | = Test |
|  | P | = Presentation |