

## **JOB DESCRIPTION**

**Department:** Green Infrastructure

**Location:** Boroughwide

**Team:** Land Management

**Post No.**

**Post:** Ranger 3 (Maintenance) x variable

**JE No.**

**Grade:** D (Indicative)

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**Responsible to:** Lead Ranger (Land Management)

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

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### **Job Purpose:**

Delivery of routine maintenance activities in support of the Green Infrastructure 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 Infrastructure 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 litter picking, emptying bins, sand clearance, use pedestrian and hand held machinery and ride on machinery.
2. 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.
3. Ensure correct use and day to day maintenance of vehicles, machinery, tools and equipment allocated/assigned to the specified standards.
4. Ensure that you and your team (including volunteers and apprentices) adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public. Take responsibility for the upkeep of the Health & Safety Operating system(s)

5. Take responsibility to ensure you and your team complete work records, inspection tick sheets and that procedural documentation is adhered to and filed as directed
6. Ensure you and your team take responsibility for the security of vehicles, machinery, equipment, tools and buildings as directed
7. Responsibility to ensure you and your team report to work wearing issued uniform and PPE at all times, appropriately dressed for the weather/working conditions.
8. Responsibility to ensure you and your team work with community volunteers, partners and user groups assigned to support specified works and/or activities as directed.
9. Responsibility to oversee basic on the job training for general works with your team members to ensure they are aware and perform to the specified quality standards.

### **Team Service Description:**

Green infrastructure 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 Infrastructure asset.

Supported by the Development Team it identifies, develops and delivers strategies and plans which lead to improvements to Green Infrastructure 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 Infrastructure, providing 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 Infrastructure 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

**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 its 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:**

**Designation:**

**Date:**

## **PERSON SPECIFICATION**

Post: Ranger 3

Post No. x variable

Department: Green Infrastructure

Team: Land Management

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>		
NVQ Level 2 Certificate or Diploma in a relevant subject (environmental conservation, horticulture, forestry and arboriculture, green keeping, Groundsmanship or equivalent	(E)	AF/C
NVQ Level 3 Certificate or Diploma (same as above)	(D)	AF/C
Certification in maintenance machinery/equipment operations. Examples would be: Strimmer/Brushcutter, Hedge-trimmer, Pedestrian Mower, Blower, PA1 & PA6 liscense in the Safe Use and Application of Pesticides	(E)	AF/C
Trailer Licence	(E)	AF/C
Chainsaw handling, Ride-on Mower & Chipper Operation	(D)	AF/C

<p><b><u>EXPERIENCE</u></b></p> <p>Experience of supervising a small team, working in a relevant area such as, environmental conservation, horticulture, forestry &amp; arboriculture, greenkeeping, Groundsmanship or other land/estate maintenance operations</p> <p>Experience of working within a Local Authority environment</p>	<p>(E)</p> <p>(D)</p>	<p>AF/I</p> <p>AF/I</p>
<p><b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b></p> <p>Practical skills and knowledge across relevant areas of environmental conservation, coastal management, horticulture, forestry and arboriculture or estate management</p> <p>Basic Literacy and numeracy skills</p> <p>Application of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment, as per certification.</p> <p>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</p> <p>Undertake instruction, checking work and on the job training with members of the team, volunteers and apprentices.</p> <p>Ability to work from instructions and work programmes, direct a team, 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</p>	<p>(E)</p> <p>(E)</p> <p>(E)</p> <p>(E)</p> <p>(E)</p> <p>(E)</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b><u>SPECIAL REQUIREMENTS</u></b></p> <p>The post will entail considerable physical effort (for example, regular lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)</p> <p>The post will entail considerable exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.</p>	<p>(E)</p> <p>(E)</p>	<p>AF/I</p> <p>AF/I</p>

Driving Licence	(E)	AF/I
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Prepared by:

AF = Application Form

C = Certificate

I = Interview

Date:

T = Test

P = Presentation