

JOB DESCRIPTION

Department: Green Infrastructure

Location: Boroughwide

Team: Land Management

Post No.

Post: Ranger 5 (maintenance) x 2

JE No.

Grade: F (Indicative)

Responsible to: Lead Ranger(s) Land Management

Responsible for: As per the organisation chart

Job Purpose:

Supervision of a team to perform routine maintenance and community volunteer activities in support of the Green Infrastructure team working with members of the public, community/user groups, beneficiaries and other stakeholders. Providing high quality maintenance standards and supporting the efficient running of the section, ensuring effective administration and upkeep of information systems.

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. Ensure that teams undertaking tasks in your work area are organised have the correct vehicles, machinery, equipment, tools and materials required for the scheduled works operations. That the team are aware of the grounds maintenance tasks, routes & rounds and the specified quality and performance standards required.
2. Liaise and communicate with the public, community volunteers, colleagues, management and other Council services in a polite and courteous manner. To report any incidents, issues or concerns relating to use or abuse of our sites to your supervisor/manager.
3. Responsible for routine monitoring inspection and recording to ensure that teams undertaking tasks in your work area use and maintain vehicles, machinery, tools and equipment correctly and that allocated/assigned assets are maintained to the specified standards.
4. Responsible for routine monitoring inspection and recording to ensure that teams undertake tasks 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. Responsible for routine monitoring inspection and recording to ensure that teams and community volunteers complete work records, inspection sheets and that procedural documentation. That records and reports are completed and filed.
6. Responsible for routine monitoring inspection and recording to ensure the security of vehicles, machinery, equipment, tools and buildings assigned to your team.
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 for planning and organising work activities for your assigned team in support of working with community volunteers, partners and user groups.
9. Responsible for routine monitoring inspection and recording to identify training and skills needs for your team and or community volunteers, partners and user groups is planned and organised; and that team/individual development is recorded.
10. Responsible for routine monitoring inspection of basic stock levels for general materials and sundries required in support for day to day duties.

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, 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

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.

Working from site in difficult terrain.

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 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 5 (maintenance) Post No. x 2

Department: Green Infrastructure Team: Land Management

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

<u>EXPERIENCE</u>		
Experience of supervising a team and working with Community volunteers, user groups and partners, working in a relevant area such as, environmental conservation, horticulture, forestry & arboriculture, greenkeeping, Groundsmanship or other land/estate maintenance operations.	(E)	AF/I
Experience of working within a Local Authority environment	(D)	AF/I
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Practical skills and theoretical knowledge across relevant areas of environmental conservation, coastal management, horticulture, forestry and arboriculture or estate management, including ability to work with a diverse range of service users, community volunteers and partners	(E)	AF/I
Basic Literacy and numeracy skills	(E)	AF/I
Knowledge of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment	(E)	AF/I
Ability to communicate orally or in writing to inform the public, community volunteers, user groups, partners and other members of staff of any issues relating to site maintenance. Ability to use tact when dealing with potentially difficult subjects	(E)	AF/I
Ability to use judgement and creative skills where there is a need to interpret information or situations and solve varied problems or develop solutions or plans	(E)	AF/I
Exercise on the job training or motivational skills in relation to the development of members of the team, community volunteers, user groups and partners	(E)	AF/I
Ability to prepare work instructions and work programmes, direct team(s) or community volunteers, making decisions involving the use of initiative. Reporting progress and dealing with problems.	(E)	AF/I
<u>SPECIAL REQUIREMENTS</u>		
Potential for periods of moderate physical	(E)	AF/I

effort (for example, regular lifting or carrying, pushing or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)		
Potential for periods of considerable exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.	(E)	AF/I
Driving Licence	(E)	AF/C

Prepared by:

AF = Application Form
 C = Certificate
 I = Interview
 T = Test
 P = Presentation

Date: