



JD38

JOB DESCRIPTION

Department: Operational In House Services

Location: Boroughwide

Team: Green Sefton, Land Management Team

Post No.

Post: Ranger 1 x variable

JE No.

Grade: B (Indicative)

Responsible to: Lead Ranger (Land Management)

Responsible for: There are no direct reports

Job Purpose:

Support the Green Sefton Land Management Team with routine maintenance activities. Working with members of the public, community/user groups, beneficiaries and other stakeholders providing a defined standard of maintenance.

To act as an ambassador for Green Sefton and Sefton Council

Main Duties and Responsibilities:

The post holder will be required to:

1. Undertake general grounds maintenance duties as directed in support of work schedules, Examples would include litter picking, emptying bins, sand clearance and other general cleansing tasks.
2. Communicate with the public, user groups, colleagues, management and other Council services in a polite a courteous manner.

3. To report any incidents, issues or concerns relating to use or abuse of our sites to your supervisor/manager.
4. Ensure all tools and equipment are correctly used and maintained in a safe working order.
5. Adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public.
6. Maintain basic work records, inspection tick sheets and procedural documentation as directed.
7. Take responsibility for the security of vehicles, machinery, equipment, tools and buildings as directed.
8. Personal responsibility to ensure you report to work wearing issued uniform and PPE at all times, appropriately dressed for the weather/working conditions.

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 Green Sefton assets.

Supported by the Development Team it identifies, develops and delivers strategies and plans which lead to improvements to Green Sefton assets and contributes 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 assets, providing clean, safe and accessible facilities for our communities.
- Support the management and development of Green Sefton 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 Green Sefton, other corporate departments, outside agencies and partners and members of the public. Some of the critical relationships for your post include:

- Cemeteries
- Sports and Leisure Services
- Commercial Clients
- 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 will be a requirement of this role.

Working from site in difficult terrain.

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:

Designation:

Date:

PERSON SPECIFICATION

Post: Ranger 1

Post No. x variable

Department: OIHS – Green Sefton

Team: Land Management

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
NVQ Level 1 Certificate or Diploma in a relevant subject (environmental conservation, horticulture, forestry and arboriculture, green keeping, Groundsmanship or equivalent)	(D)	AF/C
NVQ Level 2 Certificate or Diploma (same as above)	(D)	AF/C
Certification in maintenance machinery/equipment operations. Examples would be: Strimmer/Brushcutter, Hedgetrimmer, Pedestrian Mower	(D)	AF/C
<u>EXPERIENCE</u>		
Experience of working in a relevant area such as, environmental conservation, horticulture, forestry & arboriculture, greenkeeping, Groundsmanship or other land/estate maintenance operations	(D)	AF/I
Experience of working within a Local Authority environment	(D)	AF/I

<p><u>SKILLS/KNOWLEDGE/APTITUDES</u></p> <p>Knowledge of a range of general maintenance tasks and the operation/use of associated tools and equipment</p> <p>Basic Literacy and numeracy skills</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>Ability to follow instructions and report progress or problems to a lead ranger, supervisor or manager</p>	<p>(D)</p> <p>(D)</p> <p>(E)</p> <p>(E)</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><u>SPECIAL REQUIREMENTS</u></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>Driving Licence</p>	<p>(E)</p> <p>(E)</p> <p>(D)</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/C</p>

Prepared by:

Date:

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