

Experienced Estates Person Required

(Salary scale 13-17 £24,948-£26,845 – pay award pending)
37 hrs per week - flexible including evenings and weekends
Excellent Local Government Pension Scheme
Sick pay and Holiday Pay Scheme

Brackley is a vibrant and growing town on the border of South Northamptonshire, with services expanding to meet the growth. The Town Council currently owns and manages the Grade II* Listed Town Hall, the Old Fire Station and Egerton Hall. It is also responsible for large areas of open space and a cemetery, maintained by an in-house team.

We require an experienced estates person to join our well-established team who will work under the direction of the Estates/Operation Manager and Team Leader.

Candidates must have considerable experience and hold the necessary qualifications to handle the equipment and carry out the tasks mentioned in the job description.

Maintenance duties will include operating and maintaining grounds maintenance and horticultural equipment including hand tools, chainsaws, strimmers, hedge-cutters, tractors, ride on mowers and any other machinery required to undertake allocated tasks. They will also need to have a willingness to work outside in all aspects of weather.

This role will require an enhanced DBS.

You must be authorised to work in the UK.

For an application form and job description please download details from our website www.brackleynorthants-tc.gov.uk or email deputy@brackleynorthants-tc.gov.uk

Closing date: 12 noon Friday 5 May 2023

Interviews: w/c Tuesday 9 May 2023

Return completed application forms to: Deputy Town Clerk, Brackley Town Council, 20 High Street, Brackley NN13 7DS



JOB DESCRIPTION

Job Title:	Estates Person
Location:	Brackley
Salary:	NJC points 13-17 (£24,948-£26,845)
Hours: weekends)	37 Hours per week (flexible and may include evenings and
Responsible to:	Estates/Operations Manager

JOB PURPOSE

Under the general direction of the Estates/Operations Manager and the Team Leader to carry out works on all areas for which the Town Council is responsible.

Much of the role will be independent work but will also require assisting other team members in all areas of work where two personnel are required for health and safety or expediency purposes.

Key Responsibilities

- Estates maintenance including working in our cemetery and assisting with burials.
- Operating machinery
- Basic building maintenance
- playground and street furniture inspections
- Assist with events

Grounds Maintenance

- Carry out regular and programmed repair, grounds maintenance and inspections of all of the Council's outdoor facilities, including property, public open spaces, outdoor play equipment and other public areas, etc
- Carry out frequent scheduled and ad-hoc health and safety inspections of play areas, play equipment, street furniture etc
- Maintain documentation for play equipment inspections
- Carry out programme for improvements and regular maintenance of open spaces.
- Carry out maintenance of hedges and trees in conjunction with arboricultural contractors
- Carry out litter picking of parks and open spaces as required
- Work on other related tasks and special projects, which may from time to time be necessary, as instructed by the Town Clerk, Estates/Operations Manager or Team Leader
- Carry out seasonal planting to deliver quality floral displays throughout the year
- Weeding, watering and maintenance of all planters and floral displays
- Reporting defects to the office administrator to enter on Street Doctor
- Liaising with residents when asked what we are doing and why



Halse Road Cemetery

- Ensure the standards are maintained in all areas
- Maintenance including removal of excess soils and reseeded after burials, removal of dead flowers and spraying between headstones
- Mowing grass
- Maintenance of hedges/trees
- Oversee burials and grave digging

Depot

- Undertake daily safety checks and routine maintenance tasks on the Council's vehicles, plant and equipment

Events

Civic/council events will require attendance as determined by the Town Clerk and/or the Estates/Operation Manager. These are often at weekends/evenings.

- To assist the Council in the operation of these events as required by providing/moving equipment, barriers etc and assisting with road closures.

Other Duties

The Council operates in a flexible way where all staff support each other across the team. The post holder is expected to share in this.

From time to time, during a local emergency such as flooding or major events, the post holder may be required to work outside of normal working hours.

Carry out other related tasks as may from time to time be necessary, as instructed by the Town Clerk or Estates/Operations Manager.

This role requires an enhanced DBS check.

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes	Method of Evaluation/Testing
Education, Professional Qualifications and Training	<ul style="list-style-type: none"> • Educated at secondary level to at least O'Level/GCSE standard including English and Maths. • Full Valid UK driving Licence with no more than 6 penalty points • Relevant qualifications in grounds maintenance and/or horticulture • A recognised pesticide specified certificate such as PA1, PA2 or PA6 • A recognised chainsaw operating qualification under the provisions of PUWER. • Experience with operating tractors and associated equipment 	<ul style="list-style-type: none"> • Have a RoSPA Inpsection Training Certificate • First Aid at Work Certificate • Other relevant training or qualifications 	Application Form
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent written and oral communications skills • Ability to implement change • IT skills and use of equipment i.e. able to use a smartphone and email resources adequately • Working knowledge of Health & Safety, risk assessment and hazard mitigation • Ability to work outside in all weathers • Expert use of various hand tools, pedestrian and ride on machinery. • Knowledge of COSHH/PPE requirements and any other regulations or requirements associated with the work of the grounds team 	<ul style="list-style-type: none"> • Understanding of the Brackley landscape, habitat types and wildlife • An interest in Biodiversity • Maintaining up to date knowledge of best practices applicable to the sector 	Application Form and Interview



	<ul style="list-style-type: none"> • Willing to undertake additional training if required by the Council. • Able and willing to work outside the normal hours of this job when required e.g. emergency or to prepare for an event 		
Experience	<ul style="list-style-type: none"> • A minimum of two consecutive years' experience within a grounds/estates environment • Experience of using tractors, trailers, ride-on mowers, strimmers, chainsaws, leaf blowers, hedge trimmers and other hand tools • Managing activities within pre-agreed timescales and deadlines. • Experience of working with the public and in a public area. • Independent decision making, applying judgement as to when to refer decisions. • Ability to plan your own workload 	<ul style="list-style-type: none"> • Previous experience in town/parish/county councils or similar bodies • Experience in playground/park inspections • Experience with building maintenance. 	Application Form and Interview
Abilities	<ul style="list-style-type: none"> • Physical fitness and ability to access sites in all weathers • Be a team player 		Application Form and Interview