

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Division:</b>	PUBLIC HEALTH & PROTECTION
<b>Section:</b>	LEISURE, PARKS & COUNTRYSIDE
<b>Sub Section:</b>	PARKS & COUNTRYSIDE - PLAY
<b>Post Title:</b>	PLAY FACILITIES FITTER
<b>Vision Post Number:</b>	14166
<b>Grade:</b>	GR 5
<b>Responsible to:</b>	PLAY FACILITIES SUPERVISOR
<b>Posts Reporting to this Post:</b>	NONE
<b>Team:</b>	PLAY
<b>DBS Required Level:</b>	N/A
<b>Location:</b>	HEPWORTH BUSINESS PARK
<b>Date of Description:</b>	OCTOBER 2014

### **KEY OBJECTIVES**

**To undertake repairs, installations, maintenance and inspections of all existing play facilities within the County Borough.**

### **SPECIFIC RESPONSIBILITY**

To undertake repairs and maintenance of play facilities in line with manufacturers specification.

To assist with the management and ensure the upkeep, cleanliness and security of all play facilities, buildings and infrastructure, in line with relevant legislation and Council policy located within the service area.

To undertake installation of equipment/surfacing as per manufacturers specification and in accordance with site plans and instructions.

To undertake all aspects of welding and fabrication procedures and in line with appropriate British Standards or best industry practices, where applicable.

To fabricate replacement parts for play equipment where required and other items as specified.

To assist with the inspections of play facilities in accordance with set timescales and in accordance with the British / European Standard.

To assist with the cleansing programme of all play facilities in accordance with the allocated work schedules

To assist with the effective management of the vehicle fleet, plant, equipment and resources allocated to the service area.

To be responsible for the cost effective procurement and sustainable use of all stock and material used within the service area.

To support the safe use and storage of chemical products and hazardous substances in line with the current legislation.

To assist in the achievement of the objectives and performance targets set out in the business plans for the Parks and Countryside Service.

To undertake training and support the learning and development of staff allocated to work within the service area.

To provide support to the Play Facilities Supervisor / Manager to investigate Customer Care queries relating to the services provided within the area.

To assist with the investigation of Public Liability Claims, produce reports and if required attend Court to assist with the defence of the Council.

To promote the development and delivery of the Parks and Countryside Service through positive partnership working.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.***

## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>Detailed knowledge of maintaining play facilities in accordance with EU Standards and HSE Legislation.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>Evidence of recent / training and/or continuing professional development.</p> <p>Ability to work from plan drawings and specifications</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	<p>Experience of using various methods of welding, carpentry and fabrication in a similar environment.</p> <p>Experience of working in the playground maintenance environment</p>	<p>Experience in responding to and dealing with customer complaints / queries.</p> <p>Experience of supervising operational staff.</p>
<b>COMPETENCIES</b>		
<b>Working with Others</b>	<p><b>Is a 'team player'.</b></p> <p>Always treats other people with respect.</p>	

Communicating Effectively	<p>Speaks clearly.</p> <p>Checks that others have understood them.</p>
<b>Demonstrating Technical Ability</b>	<p><b>Keeps their equipment in good order, ensuring that equipment is well maintained.</b></p> <p>Has levels of literacy and numeracy needed for the job.</p>
<b>Working Safely</b>	<p><b>Knows and follows relevant H&amp;S rules and procedures.</b></p> <p>Anticipates and reports any risks or incidents to the correct people quickly.</p>
Being Committed and Reliable	<p>Has a positive attitude towards completing any necessary tasks.</p> <p>Uses their initiative and can work without close supervision.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Possession of a current valid driving licence.</p>