

# Role Profile

## Apprentice Estate Worker

Reference No.	A4255	Type:	Generic
Service	Communities and Neighbourhoods		
Job Family	Technical 3	Grade	FC3 50% Year 1 80% Year 2

### Purpose

To carry out general maintenance duties within Parks, Streets and Open Spaces.

Working in all weather conditions to maintain designated areas within grounds and facilities, assisting in the delivery of recreational provisions within Fife, ensuring that all areas are kept in a satisfactory condition. The duration of the apprenticeship will be 2 years. During this period the apprentice will undertake training and work towards an SVQ2.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Thoroughly inspecting public roads and open spaces to determine servicing needs as per the required and scheduled standards.	Minimum of 3 National 4s, to include English and Maths OR Intermediate 1's, to include English and Maths OR equivalent Core Skills at SCQF Level 4	✓	
Manually removing litter, animal carcasses, animal faeces and other debris.	Interest in manual outdoor working in all weather conditions	✓	
Driving allocated vehicles as required.	An interest in the countryside and environmental issues	✓	
Routine servicing and other maintenance of public litter and waste bins, using appropriate plant and machinery.	Ability to drive and operate light plant, vehicles and machinery e.g. compact tractor, pick-up, van, sit-on grasscutter		✓
Collecting and disposing of waste as per Service procedures.	Current valid driving license		✓
	Ability to carry out work of a repetitive nature whilst maintaining quality of work	✓	

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Manually removing deposits arising from illegal dumping.	Clear verbal communication skills	✓	
Inspecting and clearing water course grids.			
Carrying out general horticultural work by hand, including hand weeding, hoeing, sweeping, raking grass.	Team working skills	✓	
Undertaking general ground maintenance e.g. grass cutting, hedge trimming, shrub pruning, clearing leaves and litter picking.			
Using of a range of tools and equipment, including powered hand tools and light plant. (Including inspection, routine maintenance and cleaning).			
Carrying out other general labouring duties including manual snow clearing.			
Ensuring the quality of public facilities cleaning complies with the standard specified.			
Cleaning public facilities, collecting money and replacing toilet supplies with due regard to security, maintenance and repair.			✓
Cleaning changing rooms and showers in facilities.			
Ensuring any defects in the public facilities are reported as soon as possible to the line manager.			
Ensuring buildings are securely locked at closing time and monies are kept secure in a secure location at all times.			
Ensuring all admissions, monies and receipts are recorded accurately and collected and allocated in a professional manner.	Customer service skills		✓
Collecting cash and preparing paperwork for banking, delivery and resources purposes.			
Administering the safe use and allocation of facilities, e.g. boats, bouncy castle and car parks.			
Promoting the safe and enjoyable use of the recreational facilities whilst monitoring user safety/behaviour.			
Erecting, dismantling and storing sports equipment.			
Complying with all Service Health & Safety rules, procedures and accurate completion of any relevant documentation.			
Answering telephone calls and dealing with other public enquiries.			
Caring for plant stock.			

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Caring for animals/birds in dedicated Park facilities.	An interest in the care and welfare of birds, animals and wildlife	✓	
Assisting the in carrying out all tasks required.	Clear verbal communication skills	✓	

Undertaking all other duties as required for the role. Duties will be in line with the grade.

## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.