

Apprentice Estate Worker

Reference No.	N/A	Type:	Generic
Service	Communities and Neighbourhoods		
Job Family	Technical 3	Grade	FC3

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.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Thoroughly inspecting public roads and open spaces to determine servicing needs as per the required and scheduled standards.	Ability to work alone and unsupervised in an effective and efficient manner	✓	
Manually removing litter, animal carcasses, animal faeces and other debris.	Experience of manual outdoor working in all weather conditions	✓	
Using the appropriate street cleaning equipment as required.	Ability to provide a regular and effective service	✓	
Driving allocated vehicles as required.	Ability to drive and operate light plant, vehicles and machinery e.g. compact tractor, pick-up, van, sit-on grasscutter		✓
Routine servicing and other maintenance of public litter and waste bins, using appropriate plant and machinery.	Current valid driving license		✓
Collecting and disposing of waste as per Service procedures.	Ability to carry out work of a repetitive nature whilst maintaining quality of work	✓	
Manually removing deposits arising from illegal dumping.	Understanding of COSHH		✓
Inspecting and clearing water course grids.			
Carrying out general horticultural work by hand, including hand weeding, hoeing, sweeping, raking grass.	Team working skills	✓	

Role Profile

Undertaking general ground maintenance e.g. grass cutting, hedge trimming, shrub pruning, clearing leaves and litter picking.	Experience in grounds maintenance works		✓
Using of a range of tools and equipment, including powered hand tools and light plant. (Including inspection, routine maintenance and cleaning).	Using of a range of tools and equipment, including powered hand tools and light plant		✓
Carrying out other general labouring duties including manual snow clearing.			
Ensuring the quality of public facilities cleaning complies with the standard specified.	Relevant Health & Safety training		✓
Cleaning public facilities, collecting money and replacing toilet supplies with due regard to security, maintenance and repair.	BICS Certificate		✓
Cleaning changing rooms and showers in facilities.	Experience of cleaning internal or external areas		✓
Ensuring any defects in the public facilities are reported as soon as possible to the line manager.	Ability to report defects accurately	✓	
Ensuring buildings are securely locked at closing time and monies are kept secure in a secure location at all times.	Experience of operating facilities for public use		✓
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.	Ability to accurately control money, tickets and associated documentation	✓	
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.	Awareness of risks to recreational users	✓	
Erecting, dismantling and storing sports equipment.	Conflict handling skills	✓	
Complying with all Service Health & Safety rules, procedures and accurate completion of any relevant documentation.	Manual Handling certificate		✓
Answering telephone calls and dealing with other public enquiries.	Awareness and compliance with Health & Safety procedures and Risk Assessments	✓	
Caring for plant stock.	Reading and writing skills		✓
Caring for animals/birds in dedicated Park facilities.	Experience of working with the public		✓
Assisting the Lead Operative in carrying out all tasks required.	An interest in the care and welfare of birds, animals and wildlife		✓
	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.