

Bicester Town Council

JOB DESCRIPTION

Post title: **Outdoor Technician**

Responsible to: **Outdoor Team Leader**

Key Objectives:

1	Maintain high standards of Landscaping across the outdoor provision.
2	Deliver a programme of Maintenance covering all of Bicester Town Council owned property.
3	Ensure working practices are set in accordance with all legal requirements.

Responsibilities:

1	Assist in the delivery of the Bicester in Bloom Initiative, including any local workshops for various members of the community.
2	Carry out horticultural spraying and watering as required.
3	Assist with the installation of plant bedding schemes for the required Bicester Town Council sites.
4	To assist the events team with the delivery of the Bicester Town Council annual events programme.
5	Undertake seasonal grounds maintenance tasks involved with work in Bicester Town Council owned/managed sites and buildings.
6	Ensure all tasks are completed to the required standards.
7	Undertake arboricultural work, pruning, shredding and chipping in accordance with the schedule of works.
8	Ensure Health and Safety procedures are adhered to at all times, including; staff at work checks, completed risk assessments, updated method statements and machine service records.
9	To ensure that plant machinery and equipment used is maintained, serviced, operated correctly and recorded. This includes cleaning of machinery after use, and if necessary obtaining supplier quotes for repairs.
10	To ensure that all accidents, incidents and vandalism details are reported to the Outdoor Team Leader (or if absent, to the Senior Manager) and the accident report book is completed as soon as possible.
11	Assist in the delivery of the community payback scheme and prison day release workers.
12	Assist the Outdoor Team Leader to set future outdoor projects, schedules, processes and contracts.
13	Assist in the provision of Cemetery burials and grave locations.
14	To be part of a rota system covering the events programme and opening/closing of BTC owned properties.
15	To carry out any other duties as and when required with the correct manner at all times.

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Person Specification

Short listing will be based on evidence provided against each area of the person specification.

Essential	Desirable
A proven experience of working in Maintenance.	Knowledge of Council procedures
Good verbal and written communication skills	A recognised first aid qualification
Ability to function in a team	Play area inspection certificate
Good organisational skills	A recognised maintenance qualification
A commitment to work unsocial hours	Use of Grounds maintenance equipment
A current full driving license	
Ability to work unsupervised	
Good initiative skills	
Flexible hours working	