Clowne Parish Council

Post Title: Community Environment Supervisor

Responsible to the Community Manager

Job Purpose

To ensure that the Council’s buildings, grounds, street furniture, monuments, play areas and communal/ civic open spaces across the Parish of Clowne (hereafter referred to as ‘’facilities’’) are safe, clean, well maintained and remain fit for purpose.

Job Description

To ensure that the health, safety and welfare of all customers, spectators, Councillors, employees, volunteers, contractors and the general public is not compromised by identifying and immediately taking effective corrective action to reduce hazards, risks and dangerous occurrences.

To familiarise yourself operate safe systems of work in accordance with all acts of law, recognised codes of practice and manufacturer’s instructions relevant to the type of work, service or activity being undertaken.

To undertake effective cleaning, maintenance and caretaking of facilities across the Parish of Clowne.

To undertake litter picking & street cleansing duties across the Parish of Clowne.

To ensure that all equipment, tools, items of stock and other materials used in the delivery of the service is safely deployed/ issued, operated, accounted for and securely stored when not in use.

To attend staff training and continuous personal development as required to ensure that you are able to effectively and safely carry out the full duties and responsibilities of the post.

To attend staff meetings as required.

To identify and report all defects, hazards and dangerous occurrences as required to the Clerk to the Council and record all associated repairs, inspections, cleaning and maintenance works completed on official Council records.

To ensure the safe working of all external contractors and ensure that permits to work and all appropriate safety measures are properly employed by all engineers, tradesman and technicians working on Council facilities.

To undertake effective administration including dealing with and processing internal and external post relevant to duties and preparing, issuing and filing of all correspondence and other business documentation relevant to the post holder’s duties and responsibilities.

To ensure that facilities are properly secured and (were required) locked and alarm systems activated when not in use.

To assist in the preparation and implementation of Council advertising and marketing campaigns as required.

To ensure that the ordering of goods and services, processing of invoices, credit notes and other related financial transactions relevant to the delivery of your duties and responsibilities are made in accordance with the Council’s Financial Regulations and associated procedures.

To collect, bank and properly account for all fees and charges received in accordance with the Council’s Financial Regulations and associated procedures.

To answer the telephone, respond to emails, deal with general enquiries, provide office cover and take messages as required.

To undertake any other duties which are similar in level of responsibility and which relate to the objectives of the post.

To undertake such corporate tasks as may from time to time be delegated to the post holder by the Clerk to the Council.

Person Specification

Essential

1. Able to demonstrate sound understanding of health & safety at work including COSHH
2. Able to demonstrate good interpersonal skills
3. Have a good level of basic literacy and numeracy skills
4. Ability to work under own initiative and under minimal supervision
5. Ability to adhere to and work within established working procedures and policies
6. Ability to work as part of a successful team
7. Ability to perform physical tasks required for the post such a lifting, carrying, pushing and operation of post specific equipment e.g. vacuum cleaner

Desirable

1. Previous caretaking/ site management experience in a busy community setting
2. Full UK Driving Licence