**FALMOUTH TOWN COUNCIL**

**JOB DESCRIPTION**

**Apprenticeship Property Maintenance Operative, level 2.**

**National Apprentice Scheme Terms and Conditions**

RESPONSIBLE TO: Grounds & Facilities Manager

MAIN RESPONSIBILITES will include:

1. Being aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work, you should become familiar with the

process of risk assessment, comply with safe systems of work and should

actively promote a safety culture within the workplace.

2. Be fit enough, willing and able to carry out regular programmed and maintenance activities on a variety of sites throughout the town, with the ability to work diligently and efficiently both as part of a team and when appropriate on your own initiative.

3. Adopt necessary measures to be able you to work outdoors in a variety of weather conditions to ensure continuity and service targets are met.

4. Be aware and physically able to work safely in areas of public occupation, at heights, on banks and near to the highway.

5. To take pride in your delivery of the entire range of Property & Grounds maintenance operations in line with best practice to the highest standards whilst constantly striving for continuous improvement.

6. To attend Camborne College on a day release basis to undertake training pertinent to the completion of a Property Maintenance Operative Apprenticeship level 2.

7. Seek to carry out tasks that you can use as evidence and ask questions of your work colleagues to enable you to complete the module units required to achieve the Property Maintenance Operative Apprenticeship level 2.

8. In your own time to write up the collected evidence to your portfolio and to complete any additional study required to ensure your progress is in line with the course objectives.

9. You will be required to attend a monthly progress meeting with the Grounds & Facilities Manager, using your portfolio you will be required to update him on your achievements to date and future targets.

10. In addition to your college training you will need to complete a ROSPA Play area inspection qualification for routine visual inspection of play equipment.

11. To complete training in the safe storage/use/application of pesticides.

12. To undergo training to become competent in the use of a range of horticulture related machinery, plant and equipment.

13. To undertake any other relevant training, as required.

14. To assist the Council’s Property and Inspection Officer to ensure the compliance regimes applicable to Council buildings and facilities are adhered to.

15. To actively participate in the collation of property maintenance & compliance regimes.

10. To carry out minor property maintenance tasks in line with the training you receive.

11. To carry out compliance testing of property facilities for Council buildings, public conveniences.

12. To carry out play equipment safety inspections in accordance with best practice detailed in the ROSPA training you receive.

13. To carry out a pre-use visual safety inspection and the day to day maintenance of horticulture related machinery, such as the daily checking of oil levels/ greasing. To not use defective machinery and report defects.

14. To ensure tools and items of equipment are kept clean, sharp and stored safely/securely. To not use defective tools or equipment and report defects.

15. To participate in the clearance of litter, weeds etc from all areas, including designated footpaths and that all bins are emptied maintained.

16. To be willing to assist with the cleansing of public conveniences if/when required.

17. To assist with all operations relevant to cemetery management.

18. To assist with event management including, marshalling duties, traffic management, signage, barriers etc, these duties will require you to carry out weekend and evening working on occasions.

19. To maintain seats, shelters, notice boards and other street furniture as directed.

20. To work alongside and assist appointed volunteer groups in the delivery of community projects.

21. To drive Council vehicles in a courteous and safe manner, (if in possession of a full driving license) ensuring all are kept clean and tidy.

22. You should take pride in being a Falmouth Town Council employee and actively promote its undertakings whilst putting the needs of the organisation and residents of the town at the fore.

23. To adhere at all times to the policies and instructions of the Council.

24. The above list is an example of the duties and there will be other duties that might reasonably be required.