

Job specification



Job title: Park Keeper

Service: Streetscen Services

Grade: G3

Reporting to: Tree and Asset Supervisor

Your job

You will contribute to the provision of safe play environments across the borough and the general cleanliness of the borough's parks and green spaces.

This will include undertaking routine inspections of play areas and equipment, fences, bins and benches, immobilising equipment where required, identifying defects and providing written reports. You will also carry out minor repairs to play equipment that have been identified by either yourself or colleagues.

You will assist in the general upkeep of parks and greenspaces including bin emptying, litter and debris removal, cleaning toilets, removal of graffiti, carrying out minor repairs and the locking/unlocking of gates and buildings.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Undertake routine inspections of play equipment, play surfaces, fences, gates, bins and benches, immobilising equipment where required, identifying defects and providing written reports.
- Undertake minor mechanical repairs to play equipment within the various play areas around the borough.
- Remove a wide range of debris, e.g. litter, broken glass, fallen branches, etc., and to clean and disinfect as and when necessary.
- Maintain relevant operational records and documentation and submit them promptly to the play supervisor.
- Undertake driving duties and take responsibility for the security of vehicles, machinery and materials, including fuel, allocated to you.
- Undertake various maintenance duties across the boroughs parks including bin emptying, litter and debris removal, cleaning toilets, removal of graffiti, carrying out minor infrastructure repairs and the locking/unlocking of gates and buildings.
- Help to resolve day to day problems, enquiries and complaints as they arise.
- Provide an 'eyes and ears' service across the Borough by reporting any problems you observe, such as blocked gullies, fly tipping, safeguarding issues or anti-social behaviour through the appropriate channels.

- Liaise with colleagues, customers and members of the public, as required, to ensure a quality service is delivered and safety is maintained, particularly around working areas.
- Support the services Risk Assessments, Codes of Practice, COSHH assessments and Health and Safety task audit process.
- Work a seasonally adjusted flexible working pattern including evening and weekends as required by the service on a rota basis
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- A full driving licence.
- A relevant Playground safety qualification.
- An ability to work on your own initiative whilst working to deadlines, under pressure and within set procedures
- Good communication skills both with colleagues and members of the public, displaying tact, understanding and assertiveness, when necessary.
- Ability to carry out play equipment inspection including mechanical moving parts.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough