

Yeovil Town Council



JOB DESCRIPTION

Job Title: Assistant Estates Officer (Play)

Grade: SCP 2 - 6
£24,413 - £25,989

Hours of Work: 37 hours per week (including some evenings and weekends by arrangement)

Annual Leave Entitlement: 23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service

Responsible to: Estates Manager

Responsible for: Casual staff and volunteers

Main Purposes of the Role

To work as part of the Estates team managing, developing and maintaining play areas, open spaces and other Council owned assets across the Town. Maintaining safe, high quality outdoor facilities with a strong community focus.

Overall Responsibilities

Working as a training member of the Estates team to ensure that the Town's play areas, open spaces, allotment sites and civic horticultural schemes are safe, welcoming and attractive. Completing an agreed training programme providing broad certification, concentrating on play inspection, maintenance and repair, but including practical grounds management of the Open Spaces. Carrying out the agreed maintenance and inspection regimes for all the outdoor assets. Providing a point of contact for communities using the facilities and encouraging volunteering and community engagement in parks, open spaces and growing schemes. Providing maintenance support to the Country Park for specialist operations and working with the Parks Engagement Officer to prepare sites for events.

Summary of Responsibilities and Duties of the Job

1. Completing a training programme across 4 years to include as a minimum – play inspection, safety surface installation, maintenance of play equipment and aerial runway training as well as brushcutter and strimmer certification, ground level chainsaw operations, ride on mower certification, PA1 and PA6 spraying operations. Plus any other relevant qualifications to fulfil the role.

2. Undertake both planned & reactive practical works across the Council's assets.
3. To deliver both reactive and planned maintenance to play areas and other assets of the Town Council.
4. To deliver regular inspections of play areas.
5. Undertake a wide range of practical grounds maintenance works to maintain the Town's open spaces through use of pedestrian and ride on machinery operated in accordance with the service specification and in line with good practice and service risk assessments.
6. Undertake practical habitat management and creation works in line with management plans
7. To manage shrub beds, tree stock (where qualified) and support in delivery of the In Bloom planting schemes as part of a seasonal team schedule.
8. To carry out cleansing related works to maintain open spaces and play areas.
9. Provide a frontline point of contact for residents, visitors to open spaces, allotment sites and play areas. Resolving or escalating issues and listening to community requests.
10. Operating all tools and equipment in a safe and appropriate manner in accordance with manufacturer's recommended instructions. Following service guidance for fleet maintenance, HAVS management, lone working and ensure other team members also comply.
11. Ensure that all vehicles and plant are kept clean, safe, secure and serviceable.
12. Maintain a full clean driving licence and comply with fleet and transport regulations appropriate to the vehicle being operated at all times.
13. Promoting team working across the Estates, Country Park and Recreation Centre Grounds team.
14. Support the work of the Parks Engagement Officer through agreed practical maintenance and links to park communities e.g. Friends of groups
15. To work with volunteers and voluntary groups on schemes across the Town's assets
16. Support the Estates Manager in data capture and maintenance recording, fleet management and carbon management tracking.
17. Provide flexibility to provide evenings and weekends by arrangement, to cover periods of leave or high demand at the sites.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Yeovil Recreation Centre, travelling across the town to open spaces and play areas to fulfil duties. May be required to work at other locations within the Town and occasionally outside the Town. This post is a practical role, working outside in all weathers.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

Date 12th September 2025