

Yeovil Town Council



JOB DESCRIPTION

Job Title: Estates Officer

Grade: SCP 7 - 12
£26,409 - £27,711 Pro Rata

Hours of Work: 37 hours per week (6 months fixed term)
(including some evenings and weekends by arrangement)

Annual Leave Entitlement: 23 days plus 2 statutory, Pro rata

Responsible to: Estates Manager

Responsible for: Casual staff and volunteers

Main Purposes of the Role

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

Overall Responsibilities

Working as part of the Estates team to ensure that the Town's open spaces, play areas, allotment sites and civic horticultural schemes are safe, welcoming and attractive. 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. Undertake both planned & reactive practical works across the Council's assets, providing expertise in at least one of the following areas;
 - a. Tree management works at ground level
 - b. Play area maintenance and inspection
 - c. Horticultural & floral schemes

2. Undertake a wide range of horticultural 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.
3. To deliver both reactive and planned maintenance to play areas and other assets of the Town Council.
4. To carry out cleansing related works to maintain open spaces and play areas.
5. 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.
6. 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.
7. 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.
8. Ensure that all vehicles and plant are kept clean, safe, secure and serviceable.
9. Maintain a full clean driving licence and comply with fleet and transport regulations appropriate to the vehicle being operated at all times.
10. Promoting team working across the Estates, Country Park and Recreation Centre Grounds team.
11. Support the work of the Parks Engagement Officer through agreed practical maintenance and links to park communities e.g. Friends of groups
12. To work with volunteers and voluntary groups on schemes across the Town's assets
13. Support the Estates Manager in data capture and maintenance recording, fleet management and carbon management tracking.
14. 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.

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 8 May 2025