



JOB DESCRIPTION AND PERSON SPECIFICATION

ESTATES MAINTENANCE OFFICER

Hours: 28 hours per week

Salary: £23,865 per annum: SCP 18-23 £31,537 - £34,434(FTE)

Local Government Pension Scheme: 12.7% Employer Contributions.

Armthorpe Parish Council
Armthorpe Community Centre
Welfare Park
Church Street
Armthorpe
DN3 3AG

JOB DESCRIPTION

Reports to: Clerk to the Council.

Jobs reporting to holder: External contractors.

Base: Armthorpe Community Centre.

OBJECTIVE

To manage and coordinate the effective delivery of facilities, grounds, and burial ground maintenance, and Armthorpe Community Centre. This includes responsibility for the upkeep, safety, and development of the Council's parks, open spaces, communal areas of the allotments, cemetery, and building facilities.

ROLE & RESPONSIBILITIES

Leadership & Management

- Supervise external contractors.
- Develop work programmes and ensure planned and reactive tasks are delivered effectively.

Grounds & Cemetery Maintenance

- Oversee grass cutting, planting schemes, tree and hedge care, litter collection, and general upkeep of parks and open spaces.
- Undertake weekly inspections of the parks and keep accurate records.
- Oversee grass cutting, tree and hedge care, litter collection and general upkeep of the burial ground, including memorial safety inspections, and if needed, supporting funeral services in a sensitive and professional manner.

Community Centre Facilities

- Support the Community Centre Manager with building maintenance, including repairs, decorating, basic plumbing, minor electrical tasks, and grounds maintenance (during the winter period).
- Ensure facilities are safe, secure, and fit for use by hirers and community groups.

Health & Safety

- Carry out and review risk assessments for all sites.
- Ensure safe use, maintenance, and record-keeping for Council vehicles, machinery, and tools.
- Promote best practice in health and safety across staff and contractors.

Events & Community Engagement

- Support the setup and smooth running of Council events at the Community Centre, parks, and open spaces.
- Work positively with other staff, members of the public, Councillors, volunteers, and partner organisations.

Administration

- Maintain accurate records of works, inspections, incidents, and compliance checks.
- Assist with reporting to Council, providing updates on facilities, assets, and service delivery.

Other Duties

- Undertake training relevant to the role.
- Perform other tasks reasonably required by the Council in line with the grade and responsibilities of the post.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Parish Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Parish Council.

SPECIFICATION AND REQUIREMENTS

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	Grounds maintenance, horticulture, or facilities management.	Supervisory experience. Managing budgets.
Skills & Knowledge	Property repair and maintenance skills. Strong knowledge of Health & Safety. Good communication and organisational skills.	Recognised qualifications in horticulture, property maintenance, or Health & Safety.
Qualifications	Full Driving Licence with 6 points or less.	First Aid at Work, Fire Safety, or related training.
Personal Qualities	Good timekeeping, Ability to use own initiative. Ability to work flexibly including evenings, weekends, and public holidays. Conscientious and responsible. Ability to use initiative and work methodically.	Customer service experience. Ability to develop projects and improvements.