

DEVIZES TOWN COUNCIL

JOB DESCRIPTION: Deputy Open Spaces Operational Manager

Responsible To: Open Spaces Operational Manager

Location: Hillworth Park, Devizes

Job Purpose:

To support the Open Spaces Operational Manager, in the operational management of all the Council's open spaces. The open space service includes the grounds maintenance of all open spaces, cemetery services, play area maintenance, litter collection, tree care and any other areas, senior managers may direct from time to time.

Main Responsibilities:

1. To support the Open Spaces Operational Manager to deliver the Council's objectives by ensuring the efficient and effective operation of Open Spaces and the delivery of Council Services to meet agreed service standards in his absence.
2. To support efficient operation of the Council's Open Spaces service.
3. In the absence of the Open Spaces Operations Manager take responsibility for the day-to-day management of the all-open spaces staff.
4. In the absence of instruction from the Open Spaces Operations Manager schedule work in accordance with priorities and objectives.
5. In the absence of instruction from the Open Spaces Operations Manager ensure the day-to-day security of all council assets within the open space service.
6. Responsible for ordering to ensure that operational requirements are adequately met regarding the supply of equipment, plants horticultural & general materials and consumables. Order items required within approved budgets.
7. In the absence of instruction from the Open Spaces Operations Manager Ensure adequate arrangements have been made for interments in Devizes Cemetery including liaising with Funeral Directors and Stonemasons and the Finance & Cemetery Officer.

Key Tasks:

1. Support the Open Spaces Operations Manager to ensuring that agreed service standards for the maintenance of the Council's open spaces are achieved at all times
2. To assist in the design and delivery of all aspects the town's floral displays.
3. To assist in aspects of the safe installation, dismantling and storage of the Council's festive light displays and in the absence of the Open Spaces Operations Manager lead on the project
4. Support the Open Spaces Operations Manager in ensuring service records are maintained for buildings, play areas and equipment, including documented inspections, organising all repairs as necessary and where instructed negotiate service contracts
5. Support the Open Spaces Operations Manager in ensuring health and safety records, including but not limited to risk assessment and COSHH sheets are maintained reporting any incidents immediately to the Town Clerk or in his absence to the Office Manager.
6. When required attend and oversee issues that may occur within the Open Spaces Service out of hours
7. In the absence of the Open Spaces Operations Manager, in the event of a customer complaint about an alleged failure of open spaces service undertake an initial investigation within 24 hours and report to the Town Clerk.
8. Devises Town Council holds a Local Council Award for efficiency and transparency and therefore all members of staff are required be aware of the Council's performance indicators and service standards and endeavour to achieve these set targets.
9. The responsibility for the smooth running of the Authority is incumbent on all members of staff. During times of absence of colleagues or high workloads, you will be expected to help with take on additional duties and responsibilities, which are in line with your grade.

General:

1. The post holder has personal responsibility for safety in accordance with Health and Safety legislation and Council policies
2. All staff are required to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service.
3. This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.