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| **Job Description** | **Newham Logo** |

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| **Job Title:**Repairs and Maintenance Team Leader | **Service Area**:Investment and Infrastructure Team – Parks and Green Spaces  |
| **Directorate:**Environment & Sustainable Transport Directorate | **Post Number:**10020457 | **Evaluation Number:** |
| **Grade:**GRADE: Scale 6 | **Date last updated:**September 2020 |

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| **EQUALITY AND DIVERSITY** |
| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |
| **PROTECTING OUR STAFF AND SERVICES** |
| Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately. |

**Overall Purpose of Job**

To lead a team carrying inspections and repairs to parks and open spaces infrastructure across the Borough to meet agreed performance standards and timescales.

To oversee, inspect and assess the work of specialist contractors undertaking repair works in parks and open spaces on behalf of the Council.

To drive a Council vehicle up to 7.5t GVM in accordance with the Council’s Fleet Management Policies and Procedures and in compliance with all legal requirements.

To work in compliance with the Council’s policies, standards and procedures relating to Health and Safety, HR, Equality and Diversity, Customer Care etc.

To assist in identifying and implementing improvements to the way the service is delivered in order to ensure continuous improvement in efficiency and service standards in line with the Council’s wider corporate objectives.

**Job Context**

The post holder reports to: Investment and Infrastructure Manager

1. The post holder has no direct line management responsibility but is responsible for leading, directing and monitoring the work carried out by the team to ensure that it is carried out to the required standard in a safe and compliant manner. The post holder may also from time to time be required to direct and oversee the work of trainees and apprentices.
2. The post holder has no budget responsibility.
3. The post holder will be required to work some evenings, weekends and public holidays in order to meet service requirements and to ensure appropriate operational service delivery
4. The post holder will be required to wear a uniform, adhere to the agreed dress code, wear appropriate personal protective equipment as instructed and ensure that team members do likewise.

**Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Lead, direct, motivate and oversee the work of the team and ensure the identification and completion of tasks in a safe and compliant manner, to the agreed standard. Supporting Investment and Infrastructure Manager in ensuring the smooth operation of the service, that teams have the right vehicles and/or equipment, and right staffing levels and by conducting PPE & uniform checks.
2. Plan, organise and carry out repairs to parks and open spaces infrastructure across the Borough, including fencing, gates, parks furniture, play equipment, water features, safety surfacing, paths and pavements etc. including the specifying, ordering and fitting of replacement spare parts.
3. Make safe any defective infrastructure that cannot be repaired within the specified timescale and may be a danger to the public by removing the item or defective component or erecting barriers and/or warning signs to prevent public access and reporting any high risk defects or issues to the appropriate responsible person.
4. Review and implement the recommendations of annual, quarterly and weekly reports in accordance with the agreed timescales relative to the risk level indicated by the inspector and make safe or remove any equipment or associated infrastructure which cannot be repaired within the agreed timescale.
5. Carry out weekly inspections of the borough’s play areas, MUGA’s and outdoor gym equipment in parks, open spaces and housing land, and at school sites if required, to RPII Operational Standard and provide and submit detailed written inspection reports to that standard indicating the condition of each individual item of play equipment together with associated surfacing, fencing and street furniture. Make prioritised recommendations for actions to make safe any defective equipment and associated infrastructure safe or remove it from public use, making use of the agreed ICT equipment/software or paper based systems put in place by the Council.
6. Contribute to the development of recommendations for longer term maintenance, improvement and repair play areas, play equipment and outdoor gym equipment.
7. Undertake regular training to maintain inspection and repair qualifications and remain abreast of updates in industry standards, legislation and insurance requirements.
8. When required to do so, carry out other general grounds maintenance work including but not limited to
* Litter picking
* Leaf clearance, weed and detritus removal
* Removal of graffiti and fly posting
* Clearance of fly tipping
* Emptying of litter/dog bins
* Safe collection and disposal of hazardous waste such as needles or other sharp items
* Grass cutting using a variety of hand-held and pedestrian equipment
* Hedge trimming and winter maintenance pruning
* Young tree maintenance
* Path edging
* Toilet, changing room and pavilion cleaning
* Cleaning, maintenance and inspection of water features
* Inspection, cleansing and replacement of play sand, bark or other approved play area material
1. Report and record defects in premises (toilets, changing rooms etc.), hard-surface sports surfaces etc, which may arise, either during routine site visits or when requested to carry out specific ad hoc inspection visits, to the appropriate responsible person.
2. Complete such documentation as may be necessary, including timesheets, work records, HAV record sheets, accident reports, damage reports daily vehicle and equipment checks, vehicle defect sheets etc. using mobile devices and software as directed.
3. Undertake further training and refresher training necessary for the continued provision of specialist grounds maintenance tasks including operation of powered hand tools and machinery and driver CPC training where applicable
4. Undertake any additional duties as reasonably requested by the Council

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| **Personal Specification** | **Newham Logo** |

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| **Job Title:**Repairs and Maintenance Operative | **Service Area**:Investment and Infrastructure – Parks and Green Spaces |
| **Directorate:**Environment & Sustainable Transport Directorate | **Post Number:** | **Evaluation Number:** |
| **Grade:**GRADE:  | **Date last updated:**September 2020 |

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| **IMPORTANT INFORMATION FOR APPLICANTS** |
| The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible. |

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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **EQUALITY AND DIVERSITY** |
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| **PROTECTING OUR STAFF AND SERVICES** |
| Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately. |
| **KNOWLEDGE:** |  |
| Operational Level RPII certificate. | Application Form |
| NVQ Level 2 or equivalent qualification in construction, civil engineering, highways or other relevant discipline. | Application Form/Interview |
| A good understanding of personal health and safety responsibilities in a repair and maintenance/workshop environment. | Application Form/Interview |
| Working knowledge of BS EN1176/BS EN 1177 and other applicable industry standards and the legal framework applicable to provision, inspection and maintenance of play areas and play equipment. | Application Form/Interview |
| **EXPERIENCE:** |  |
| A minimum of 3 years’ experience of carrying out repairs and maintenance to parks infrastructure and play equipment or similar relevant industry. | Application Form/Interview |
| Experience of operating a range of powered workshop hand tools and equipment. | Application Form/Interview |
| Experience of undertaking checks and basic maintenance of vehicles, specialist machinery and powered hand tools as applicable to the specialist nature of the work to be undertaken  | Application Form/Interview |
| Experience of working outside in all weathers  | Application Form/Interview |
| Experience of leading and motivating a small team and/or working unsupervised as applicable to the specific role to be undertaken  | Application Form/Interview |
| **SKILLS AND ABILITIES:** |  |
| Physically capable of undertaking the duties as set out in the job description, which may include lifting weights up to 25 kg  | Application Form/Interview/Test |
| A good level of literacy and numeracy and ability to read and understand instructions and accurately complete inspection forms and submit reports in English  | Interview/Test |
| Ability to use fixed and mobile ICT equipment and software to record inspections, submit reports and make recommendations for improvements to inspection form design and content. | Application Form/Interview |
| Licence to drive vehicles up to 7.5t and/or tow a trailer as applicable to the specific job role  | Application Form/Interview/Test |
| Ability to deal with customers and the public in a helpful and courteous manner  | Application Form/Interview/Test |
| **PERSONAL STYLE AND BEHAVIOUR:** |  |
| Ability to work unsupervised  | Application Form/Interview |
| Ability to take a through, logical and systematic approach to inspection and risk assessment and accurately record findings  | Application Form/Interview |
| Willingness to work flexibly on different sites or undertaking different tasks to meet the varying and seasonal needs of the service  | Application Form/Interview |
| **OTHER SPECIAL REQUIREMENTS:** |  |
| Willingness and ability to routinely work evenings, at weekends and public holidays to maintain service delivery. | Interview |
| Some of the duties undertaken by this post may require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test. | Application Form/Interview/Test |
| This post is subject to a standard DBS check.This post is exempt from The  | Satisfactory clearance at conditional offer stage |
| Rehabilitation of Offenders Act (1974). | Application Form |