



KIDDERMINSTER TOWN COUNCIL

JOB DESCRIPTION

Job Title: Operations Technical Support Officer	Hours: 37 hours per week (any 4&5 day working patterns apply from any 7 days)
Salary: TBC	Location: Unit 2, Forest Park, Crosbie Grove, Silverwood's, Kidderminster Unit 2
Contract: Fixed, Part time (37 hours)	
Purpose of job: As a key member of the Parks and Public Realm team within Kidderminster Town Council, you will support the delivery of safe, well-maintained, and welcoming public spaces across the town. Reporting to the Public Realm and Operations Officer, your primary focus will be to carry out regular inspections, respond to maintenance issues, and support grounds and asset management activities to ensure that parks, play areas, and street furniture meet high standards of safety, cleanliness, and presentation. This role plays an important part in maintaining the quality of life for residents and visitors by helping to provide safe and attractive public environments.	
Job Description: • To inspect all equipment (including surfacing and furniture) and report all defects identified in the play areas, parks and public realm areas. This will include the immobilisation of any dangerous items of equipment to ensure that this equipment cannot be used by the public. • Record safety inspections of parks and public realm assets on a routine basis to ensure compliance with the relevant health and safety standards and meets the required health and safety standards for public use • To undertake repairs of play equipment, surfaces and other KTC assets that is compliant of the relevant health and safety standards and, as necessary, to arrange repairs with third party contractors. • Undertake and assist in the development of risk assessments relevant to all tasks and areas of work, ensuring compliance with health and safety regulations and best practice. • You will be required to undertake any minor repairs as and when required, for example fixing signs, installation of VAS signs and making safe damaged equipment, and to ensure the appropriate tools and equipment are used. • To remove all litter, debris and weeds from the play area and in the immediate vicinity of the site. • To carry out ad hoc grounds maintenance including grass, hedge, shrub bed maintenance, leaf/litter clearance, soft and hard landscaping to enhance work undertaken by the nominated council contractor. • To ensure a high standard of work is achieved at all times in a safe manner with regard for members of the public and other team members, projecting a positive and professional image of Kidderminster Council at all times. • To inform the Public Realm and Operations Officer of any deviations within the work schedules and to report all site defects e.g. damage, vandalism, health & safety issues.	

- Take personal responsibility for the quality and quantity of work achieved at specific sites within the town. Your area of responsibility and specific daily work function will be dependent on your primary skills, however a flexible approach to the workload will be necessary and appropriate training will be provided.
- You will be expected to undergo designated training sessions of which some will be mandatory, which may be out of normal working hours and/or at other establishments as may be required.
- To ensure all vehicles, machinery and equipment are correctly operated and maintained. To familiarise yourself with all relevant Safe Methods of Operation and Risk Assessments relating to the particular tasks with which you have been assigned and to implement them accordingly.
- To ensure that all risk assessments are followed to relating to Public Realm and Operational Services.
- Adhere to the requirement to wear appropriate Personal Protective Equipment (PPE) which relates to the task/s you are undertaking.
- To undertake any other duties as required as deemed appropriate.
- To ensure excellent customer service.

This job description is not exhaustive and is subject to change.

The post holder may be reasonably required to perform duties other than those given in the job description for the post.

