Staffordshire County Council

Chasewater Maintenance Officer

Grade 04

About the Service

Based in the Economy, Infrastructure and Skills Directorate, Environment & Countryside is responsible for the management and development of Staffordshire County Council's country parks and green spaces, 4500km of statutory public rights of way and the associated definitive map, the provision of high-quality environmental advice across SCC functions and externally, the conservation of Staffordshire's natural and historic environment, rural development and the management of environmental data and spatial information. The service hosts the Cannock Chase AONB Partnership and is involved with other strategic environmental partnerships across the county

Reporting Relationships

Responsible to: Visitor Engagement Officer

Key Accountabilities:

1. Undertake day to day maintenance of the wood fuel boiler to ensure safe running and raise any concerns with Premise Manager.
2. Support the operation of Chasewater Innovation Centre by setting up conference rooms as required ready for use.
3. Support setting up of exhibitions and displays in the Centre.
4. Assist with running the Centre including covering Reception and sales where required.
5. Support opening and closing of the site and buildings and basic checks to ensure security and safety.
6. Support Site Rangers with patrolling the site, delivering on site events and general estate maintenance including: -
    a. litter picking and dealing with fly tipping

b. maintaining planted areas around the Centre

c. minor repairs

7. While this post is focused on Chasewater, all roles need to be flexible, and you may be required to support work across Environment & Countryside to meet business needs commensurate with the general nature and grading of this role.

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Person Specification

Qualifications/Professional membership

- 4GSCE's or equivalent in an appropriate subject or demonstrable experience in a similar position or in similar duties as associated with this post
- Possession of current driving licence

Knowledge and Experience

- Previous experience of Reception duties or working in a customer focused environment, providing a high level of customer service
- Experience of cash handling
- Broad understanding of health & safety issues
- General understanding and experience of health and safety procedures
- Sound knowledge and experience of general maintenance duties and simple carpentry

Skills

- Ability to demonstrate good interpersonal skills, self confidence and the ability to deal diplomatically with people at all levels
- Flexible approach demonstrating an ability to respond positively to changes in work pattern and deadlines
- Ability to remain calm in difficult situations
- Commitment to excellent customer service
- Ability to work on own initiative and a part of a team as and when required

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.