



Flitwick Town Council

JOB DESCRIPTION/PERSON SPECIFICATION

Post:	PUBLIC REALM SUPERVISOR
Post No:	FTC 16
Responsible to:	Amenities Officer
Responsible for:	Public Realm Operatives

Job Purpose

1. To supervise the Public Realm Team of the Council and support the Manager.
 2. To maintain high standards across all Public Realm in Flitwick.
- NB. This is a supervisory role but also has a significant practical working element

Main Responsibilities

1. To provide a clear instruction to staff and to manage the Team in a way which derives maximum benefit from flexibility of labour within a well-developed and empowered group.
2. To promote the principles of customer care, equality, quality management and good health and safety standards. Assist in undertaking health and safety risk assessments and inspections.
3. To ensure the operation of the Public Realm services is delivered in a way which satisfies the needs of the customer, enhances the local environment, and provides value for money.
4. To lead on directly delivered functions including inspection of public realm, grounds maintenance, litter collection, maintenance of play areas, minor highways tasks, car parks, bus shelters, maintenance of allotments and cemetery.
5. To assist the Amenities Officer in overseeing the performance of contractors and services delivered by others.
6. To lead, motivate, mentor and supervise all public realm staff and volunteers and to assist with training as necessary in relevant skills and techniques.
7. To ensure compliance with the Litter Code of Practice, Playground safety standards and service standards.
8. To organise, distribute, and direct the use of plant, machinery, equipment & materials for all operatives to ensure they are maintained & deployed in a safe, cost effective and efficient way.
9. To supervise the operation of the Council's Vehicle and Plant Fleet and to ensure legal compliance.

10. Implement seasonal maintenance including sports pitches, annual bedding and hedges on all property for which the Council are responsible.
11. To organise in a way that a “task force” can be deployed if necessary, to deal with priorities or unsatisfactory conditions in the public realm, or emergency situations within the Town.
12. To support the Town Council’s promotions and events.
13. To operate ICT equipment and software, internet and internal systems as required and maintain relevant data bases.
14. To communicate and liaise with members of the public, partner organisations and voluntary groups to help maintain high public realm standards.
15. To maintain all relevant work records and documentation to ensure compliance with procedures, policy and safety standards.
16. To undertake other tasks allocated by the Council which are within the competence and capability of the post- holder.

PERSON SPECIFICATION

E = Essential
D = Desirable

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
QUALIFICATIONS	E An acceptable standard of general education.	Application Form
	E Basic IT skills	Application Form
	D Management/ Supervisors certificate	Application Form
	D Level 3 Certificate in Horticulture or equivalent	Application Form
	D To hold a First Aid Appointed Person Certificate	Application Form
EXPERIENCE	E Experience of managing & motivating staff.	Application Form and Interview
	E Experience in horticulture and grounds maintenance.	Application Form and Interview
	D Experience in street cleansing litter control,	Application Form and Interview
	E Supervising maintenance of cemeteries and burials.	Application Form and Interview
	E Experience of working on own initiative and reporting performance outputs.	Application Form and Interview
	D Experience in minor building & fixed plant maintenance.	Application Form and Interview
	E Experience in the safe use of plant and equipment used in public realm services.	Application Form and Interview
	E Experience in using IT, maintaining data bases and preparing work schedules.	Application Form and Interview
	D Experience working in a collaborative way with other organisations and communities of place and interest.	Application Form and Interview
D Experience in supporting outside and street events	Application Form and Interview	
KNOWLEDGE/ SKILLS	E A knowledge of basic building and equipment maintenance.	Application Form and Interview
	E Ability to keep records and undertake costing of services.	Application Form and Interview
	E A knowledge of best horticultural practices	Application Form and Interview
	E Ability to safely use associated equipment and plant.	Application Form and Interview

	<p>E Ability to supervise, direct, motivate and develop staff</p> <p>D Ability to inspect Children's play equipment.</p> <p>E Knowledge of Sports Pitch maintenance</p> <p>E Ability to manage and maintain a small fleet of vehicles and plant.</p> <p>D Experience in the use of pesticides.</p> <p>E Experience in undertaking relevant health and safety risk assessments</p> <p>E Computer literate.</p> <p>D Certificate in first aid</p>	<p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application</p> <p>Application</p>
OTHER	<p>E Proven communication skills.</p> <p>E Ability to balance conflicting demands and to find acceptable ways forward</p> <p>E Self-motivating and innovative</p>	<p>Application Form and Interview</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p>