



Job Description

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St. Helens Council

Post: Playground Amenity Officer

Post Number: PED115

Department: Environmental and Trading Services

Grade: SCP 14-17

Responsible to: Senior Amenity Officer

Responsible for:

Purpose of the Post: To provide a responsive service in the areas of playground/sports ground repairs and inspection, minor repairs to leisure facilities and maintenance of plant and equipment to ensure continuous service provision.

Duties and Responsibilities:

1. To inspect outdoor furniture and play equipment in Parks and open spaces and school grounds to the required British standard.
2. To carry out the necessary repairs to outdoor furniture and play equipment in open spaces and school grounds to the required British standards.
3. To maintain the workshop and storage areas in a clean and tidy condition.
4. To keep the necessary records of all inspections, repairs and maintenance.
5. To record inspections and works carried out by using computerised databases and systems.
6. To prepare quotes and estimates for inspections, repairs and maintenance.
7. Production of job records to provide performance information.
8. Audit of playground inspection reports to ensure safe playground provision.
9. Liaison with facility managers and interest groups to interpret facility needs into service provision.
10. Stock management of spare parts and equipment.
11. The requisitioning and control of spare parts and equipment.
12. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.



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13. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
14. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
15. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended)

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: October 2012

Date Updated: May 2015

Date Updated: March 2017