**Candidate Information**

**Maintenance Operative**

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| **Salary:** | Grade C: £19,324 per annum |
| **Contract:** | Permanent |
| **Hours:**  **Disclosure:** | 37.5 hours per week  Enhanced DBS/PVG Scheme/AccessNI is not required. |
| **Base:** | Working across the area but should be in reasonable travel distance to Liverpool. |
| **Travel:** | This role will involve regular travel every week, using a Sustrans vehicle and a full clean driving licence with category B+ E or ability to work towards. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this where possible with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job or Project Specific Information**

The post holder will be responsible for the safe operation of machinery to maintain the general condition of land and National Cycle Network routes within Sustrans Estate in Cheshire, Deeside, Greater Manchester, Lancashire and Merseyside. They will carry out regular maintenance such as drainage/vegetation clearance/tree work and grass cutting on selected sections and sites and report appropriate issues to the Maintenance Manager or Land Manager. The role will also require liaising with the path users, volunteers, neighbours and local authority officers when necessary. The post holder may also participate in volunteer events periodically and undertake occasional route construction activities and projects outside the region.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview:**

The post-holder will work under the supervision of the Site Manager. The role is based outdoors on land owned by Sustrans and Railway Paths Limited (RPL) in the Lower North West and the postholder will be required to travel to sites throughout the area, with flexible start and finish times through Monday to Friday.

This is a physically challenging role that will require the post-holder to drive on a regular basis, tow a plant trailer (training can be provided) and undertake manual handling. The work involves use of both hand and power tools such as, strimmers, hedge cutters, brush cutters, leaf blowers, breakers and chainsaws. All PPE and site uniform will be provided.

The work also includes driving of plant such as excavators, dumper trucks. And ride on mower.

The post-holder can expect to do occasional weekend work (time off in lieu given) should it be required for special events or in the case of emergency work.

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| **Where this role sits in the structure** | Reporting to Maintenance Manager  Working closely with Land Manager/ Construction Manager  This role does not have line management responsibility. |

**Key Responsibilities**

* 1. To be part of a small team undertaking the maintenance of existing cycle paths and associated infrastructure on Sustrans and Railway Path Limited (RPL) managed land including work to vegetation, drains, path surfaces, structures, boundaries, artworks and signs in accordance with work schedules.
  2. To assist the Land Manager and Maintenance Manager in carrying out planned maintenance work on Sustrans and RPL managed land.
  3. To ensure that path is safe and attractive to use ensuring it is kept clear from glass, litter and fly-tipped rubbish is removed.
  4. To respond to findings from regular land and tree inspections and takes appropriate action to deal with problems.
  5. To drive vehicles (including plant), tow trailers and operate power tools on a regular basis and in a safe manner.
  6. To assist in leading workdays and other activities with volunteers.
  7. To supervise work by contractors including working alongside them on occasions.
  8. To take part in and lead events on the path designed to promote use of the path and increased public engagement with Sustrans.
  9. To maintain records in the appropriate format as required.
  10. To maintain good relations with path users, neighbours and be an ambassador for Sustrans.
  11. To use IT equipment provided to maintain communications with other staff and receive/send information required to do the job effectively and keep any required records.
  12. To report matters of concern to the appropriate body i.e. the police, the local authority or Maintenance Manager .
  13. To attend essential Sustrans training as required by the Charity.
  14. To proactively develop positive Health and Safety behaviour and practice within the site team.
  15. To ensure all hand and power tools and vehicles are kept in good, safe working order.

**Other:**

* 1. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification, we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Experience of working in a land / grounds maintenance team and general experience of land maintenance including ecology issues | X | X |
| Experience of Health and Safety protocols and safe site management practices in a maintenance environment | X | X |
| Experience of engaging with the public | X | X |
| Experience of: brush cutter, strimmer, hedge cutter, application of pesticides | X | X |
| Experience of chainsaw use | X | X |
| Experience of working with volunteers |  | X |
| Understanding of Ecology/ Countryside management principles | X | X |
| Experience of maintaining powered equipment |  | X |
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| **Skills and Abilities** |  |  |
| Prepared and with a good level of fitness, to undertake manual labour in all weather conditions on uneven ground conditions and slopes | X | X |
| Able and willing to travel across the region, with flexible working times (Monday to Friday) | X | X |
| A good level of Health & Safety awareness |  | X |
| **Specific qualifications/ training required** |  |  |
| First Aid Certificate ( 2 day course) or ability to take | X | X |
| Full clean driving licence | X | X |
| Category B and E for towing on driving licence on ability to take | X | X |
| Have or have the ability to work towards ROLO/CSCS Card | X | X |
| Have or have the ability to work towards Use of Brushcutter (NPTC or equivalent)  ) | X | X |
| Have or have the ability to work towards Use of Chainsaw (NPTC or equivalent) | X | X |
| Have or have the ability to work towards PA1/PA6 Application of Pesticides (NPTC or equivalent) | X | X |
| Have or have the ability to work towards Use of mobile plant (NPORS) or equivalent | X | X |
| Have or have the ability to work towards Use of Woodchipper (NPTC or equivalent) | X | X |
| Have or have the ability to work towards ride on mowers (NPTC or equivalent | X | X |
| **Specific knowledge required** |  |  |
| Construction and Ecology knowledge is advantageous but not essential as training will be provided |  | X |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future, we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.