

 **JOB DESCRIPTION**  (Form HRJDES Jul 2022)

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| **Job Title**  | Handy Person / Gardener |
| **Responsible To**  | Support Services Team Leader |
| **Responsible For**  | None  |
| **Grade** | Scale 2, SCP 5-6, £19,650 - £20,043 (pro rata)  |
| **Hrs** | 21 hours per week  |
| **Location** | Service Training CentreWest WayEuxtonChorleyPR7 6DH |
| **Other terms and conditions** | National Joint Council for Local Government ServicesA flexi time scheme is in operationAd Hoc Car User |
| **Special Requirements**  | It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of LFRS as detailed in the terms and conditions of the post, see further details. It is a requirement of the post that the post holder is flexible to accommodate both evening and weekend working when required. |

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do and our Service values ‘**STRIVE’** reflects the behaviours we expect from our staff.

**Service:** Making Lancashire safer is the most important thing we do.

**Trust:** We trust the people we work with.

**Respect:** We respect each other.

**Integrity:** We do what we say we will do.

**Valued:** We actively listen to others.

**Empowered:** We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour.

**Putting our communities first** – we put the interest of the public, the community and service users first.

**Integrity** – we act with integrity including being open, honest and consistent in everything we do.

**Dignity and respect** - making decisions objectively based on evidence, without discrimination or bias.

**Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

**Equality, diversity, and inclusion (EDI)** – We continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2022/04/Community-Risk-Management-Plan_2022-27-FINAL-VERSION-13-April-22-amends-page-15.pdf).

**Job Role**

The role of the Training Centre Handy Person/Gardener is to perform general gardening and maintenance work to ensure the upkeep of the grounds and gardens.

These duties are to be carried out within the framework of policies and procedures determined by the Combined Fire Authority and Fire and Rescue Service Management Team.

**Responsibilities**

* Daily checks on all staff/public areas i.e. showers, toilets, offices, classrooms etc.
* Daily re-stocking of all condiments and overseeing all recycling areas
* Stock recording of all fire ground necessities (OSB boards, Fuel, Pallets etc.)
* Stores ordering of all stores items (cleaning products, PPE, maintenance items, etc.), the Inspection and distribution of these.
* Weekly Fire alarm checks & recording
* Monthly meter readings and recording
* Loading and unloading of cars/pallets etc. with appropriate machinery e.g. Telehandler, JCB and Forklift Truck
* Labouring, cleaning, basic repairs and maintenance duties
* Securing the centre as appropriate
* Assisting with preparation of Conference rooms and Classrooms
* Assisting in Gallery cleans, preparation and scenario set ups, including plaster boarding, Joinery, furnishing etc.
* Driving duties as appropriate including care and maintenance checks (e.g., oil, water, tyres) of vehicle
* Cylinder inspections and charging
* Care and maintenance of all lawns and hedges (Strimming, mowing, etc.)
* Chemical spraying of weeds around STC
* Pruning, trimming and lopping of shrubs and trees etc., including the use of motorised equipment
* Care and cleaning of grounds maintenance tools
* Cleanliness of grounds, sweeping roads, emptying waste bins, clearing leaves, and disposal of rubbish, cleaning drains and ditches in excess of that dealt with by Local Authority.
* Traffic control on site and assisting visitors as required
* To maintain an appropriate appearance and to ensure that the personal protective equipment provided is worn at all times whilst at work
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with LFRS Equality, Diversity and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or ommissions.

**EMPLOYEE SPECIFICATION**

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| **Handy Person / Gardener** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence | X |  | A, V |
| Telehandler |  | X | A, V |
| Forklift Truck |  | X | A, V |
| **Experience**  |  |  |  |
| Experience of carrying out general maintenance tasks | X |  | A, I |
| Practical experience in the maintenance of lawns, hedges and flowerbeds | X |  | A, I |
| Knowledge and experience in the use of motorised gardening equipment | X |  | A, I |
| Experience of ground maintenance including to maintain tools and equipment | X |  | A, I |
| **Knowledge, Skills and Abilities**  |  |  |  |
| Knowledge of procurement procedures |  | X | A, I |
| Knowledge of transport maintenance |  | X | A, I |
| Ability to work to detailed instructions, work independently and act on own initiative when required | X |  | A, I |
| To be able to work as a member of a team | X |  | A, I |
| Ability to use Microsoft Office packages including Word, Outlook and Excel | X |  | A, I |
| Ability to maintain computerised and manual documents and records | X |  | A, I |
| The ability to apply knowledge of health and safety as it is applicable to the job role | X |  | A, I |
| A commitment to inclusion, equality and diversity | X |  | A, I |
| **Special Requirements of the Post**  |  |  |  |
| It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of LFRS as detailed in the terms and conditions of the post, see further details. | X |  | A, V |
| It is a requirement of the post that the post holder is flexible to accommodate both evening and weekend working when required. | X |  | A, I |

**KEY**

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| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |



**Terms and Conditions**

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| **Job Title**  | Handy Person / Gardener |
| **Responsible To**  | Support Services Team Leader |
| **Grade** | Scale 2, SCP 5-6, £19,650 - £20,043 (pro rata) |
| **Hrs** | 21 hrs per week |
| **Location** | Service Training Centre, West Way, Euxton, Chorley, PR7 6DH |
| **Car Parking**  | Free Car Parking Facilities are available at LFRS Service Training Centre. |
| **Pension** | Local Government Pension Scheme |
| **Annual Leave****Entitlement**Pro-rata for part-time employees | Green Book The annual leave year for business support staff runs from 01 April to 31 March.The scale of annual leave is as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| Spinal Column Point | 0 – 5 years | 5 – 9 years | 10 years + |
|  |  |  |  |
| Up to 13 | 22 | 27 | 27 |
| 14-19 | 25 | 27 | 28 |
| 20-36 | 27 | 27 | 30 |
| 37 and above | 28 | 28 | 31 |

Plus bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at LFRS Service HQ are also required to take some additional annual leave to facilitate the Christmas closure.  |
| **Other Terms and Conditions**  | National Joint Council for Local Government Services.LFRS operates a flexi-time scheme.Adhoc Car User  |
| **Car****Categorisation** | Ad hoc Current category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “LFRS Ad Hoc Car User Scheme” The vehicle provided must be fit for purpose and meet the following requirements:* Valid MOT test certificate.
* Maintained in accordance with the manufacturers recommendations, kept in good condition and be fully road legal at all times
* Insured for you to drive on official business journeys
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation.
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| **Clearances** | Satisfactory referencesOccupational Health Assessment |
| It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.To this end, LFRS will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentially. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed. |