**Job Description**

**Seafront Maintenance Assistant**

**Role Profile**

**Service/Team** Destination & Culture / Seafront Operations

**Reports to** Senior Seafront Ranger (Maintenance)

**Responsible for** Casual Staff

**Number of posts**

**Post number**

**Career Grade** \_

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by** maintaining the seafront and assisting the Rangers team in providing a safe, clean and inclusive seafront destination for all members of the public.

**Job Overview**

To assist the Senior Seafront Ranger (Maintenance) by completing general maintenance duties across the seafront (upkeep of all beach huts, seafront facilities, buildings, etc.) as required in support of the Seafront Operations Team.

**Key Responsibilities**

* Carry out repairs, maintenance and building related tasks to maintain and improve seafront infrastructure and built assets and support the management of seafront habitats and wildlife.
* To supervise and develop casual staff, apprentice and work placements as required.
* To participate in a 7-day, core hour working rota to ensure site presence, public safety and enjoyment of the seafront. The nature of the service requires regular weekend and out-of-hours working.
* To build positive relationships with managers, staff, stakeholders, partners, service providers and customers.
* To ensure the security of seafront and its assets.
* Assist and manage the response to any on site emergency (including, if necessary, contacting external services).
* Assist in the day-to-day operation of seafront facilities.
* Maintain the outdoor structures, play& gym equipment, water features and other equipment/fixtures and update H&S documentation relating to these and other equipment.
* Carry out daily and weekly checks as required.
* Ensure vehicles and equipment are maintained/serviced/repaired as and when required
* Ensure work carried out by contractors, volunteer groups etc are carried out to specification and to a high standard
* Patrol the seafront, providing a high-quality customer focused service through advice and information whilst also encouraging visitors to behave in a responsible manner and obey relevant byelaws and codes of practice
* Undertake and maintain written or computerised records of work and other activities/events as required and use Council IT systems
* Assist, as appropriate, with bookings, weddings, events and activities
* Procure goods, equipment and services, ensuring accurate records are maintained
* Deputise for the Maintenance Senior Ranger as and when required
* To support the Council’s vision, objectives and core values
* To undertake and other duties or necessary training as required and commensurate with the level of the post
* To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.

**Specific Qualifications and Experience**

* Previous experience of working in a maintenance role/trade
* Previous experience of using tools (including power tools)
* Previous experience of working with the public

**Personal Qualities & Attributes**

* Excellent attention to detail
* Effective time management skills and ability to prioritise essential tasks
* Aptitude for working with the public
* Strong communication and interpersonal skills
* Good customer care skills
* Reliability, honesty and integrity
* Self-motivated and able to work with minimal supervision
* Ability to work well within a team

 **Job Requirements**

* This role may involve manual handling
* Must be able to travel to and from work, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car
* Flexible working – weekends and bank holidays as required and in line with the needs of the business (guest changeover days, etc.)