

## Job Description

Job title:	Estate Operations Officer	Date reviewed: May 2026
Salary:	SCP ? Wage ? (per annum) pro-rata for part-time	
Hours:	14 -37 per week depending on agreement <i>Occasional additional hours may be required for evening or weekend events. Additional hours are to be taken as time off in-lieu.</i>	
Responsible to:	Clerk to the Council	
Job objective:	To support the Estate Operations Manager and Clerk in delivering high-quality maintenance, environmental, and facilities services across Southwell Town Council's grounds and buildings. The role ensures that all public spaces are safe, clean, compliant, and well-presented for community use, while contributing to the efficient management and upkeep of council assets.	

### Main duties and responsibilities:

To assist the Clerk in dealing with all financial duties relating to the council including:

1. Coordinate routine and statutory checks of playing fields, play equipment, trees, and public conveniences.
2. Maintain an accurate inventory of all tools and equipment.
3. Ensure the safe use, storage, calibration, and disposal of fuels and similar substances.
4. Promote and comply with health and safety standards for self and others.
5. Undertake basic equipment repairs and routine maintenance.
6. Carry out mowing, strimming, and general grounds maintenance.
7. Perform tree pollarding and general tree care.
8. Undertake fencing repairs, litter clearance, and maintenance of public seating.
9. Carry out general maintenance and handyman tasks as required.
10. Prepare and maintain playing fields to an appropriate standard.
11. Install warning signs, tape, or bollards where necessary.
12. Assist with the erection and dismantling of market stalls.
13. Fulfil riparian responsibilities relating to waterways.
14. Conduct routine checks and maintenance of car parks, play areas, toilet facilities, and the market square.
15. Assist with replenishing car park ticket machines.
16. Operate equipment responsibly in line with health and safety requirements; ensure all equipment is cleaned and stored after use.
17. Participate in voluntary emergency callouts, where available.
18. Report damage, defects, and incidents to the Estate Operations Manager.
19. Participate in general training and health and safety compliance training courses as required.

### Miscellaneous

1. Adhere to STC policies and procedures.
2. Support at events (Christmas, Remembrance and Annual meeting) within or out of normal office hours as required.
3. Support staff in assisting the public and Council with queries.
4. All other reasonable duties of a like nature as required or directed by the Estate Operations Manager.