



September 2017

1. JOB IDENTITY

Post Title:	Technical Officer (Landscape)	Service:	Infrastructure Services
Section:	Landscape Services	Grade:	Technician G
Reports to:	Landscape Services Officer		

2. JOB PURPOSE

- Assist the Landscape Services Officer with all aspects of the Landscape Maintenance Programme, ensuring that amenity open space, burial grounds and country parks are maintained in accordance with approved standards, procedures and policies.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Carry out site inspections including play equipment, burial grounds and headstones, including minor play equipment and other repairs
- Deal with internal and external enquiries relating to ongoing and programmed maintenance work
- Carry out site surveys, measurements and provide estimates for indicative costs
- Report on future work projects, improvements and remedial works
- Order materials as authorised and directed
- Monitoring any spending in line with available budget
- Providing technical advice and expertise on play equipment or landscaping issues to assist relevant council services or community groups
- Attend site meetings addressing day-to-day issues arising from public or client complaints and report back to Landscape Services Officer
- Gathering information for statistical reports
- Prepare condition reports for sports pitches and facilities

4. QUALIFICATIONS AND TRAINING

- Essential:**
- SVQ Level 2 or equivalent in a relevant discipline or equivalent transferrable skills and experience
 - Full current Driving Licence

- Desirable:**
- Certificates for Pesticides PA1 & PA6 spraying

5. EXPERIENCE

- Essential:**
- Experience in horticulture
 - Experience in work programming
 - Experience of using Microsoft packages to a proficient level

- Desirable:**
- Horticultural experience with a local authority

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to work on own initiative and to work as part of a team
 - Excellent communication skills both verbally and written
 - Awareness of Health and Safety issues

- Desirable:**
- Knowledge of horticultural plant and equipment
 - Ability to interpret landscape plans
 - Knowledge of hard landscaping techniques

7. ADDITIONAL REQUIREMENTS

Driving Compliance	This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post.