

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Field Assistant	<b>Director/Service/Sector:</b> Place		<b>Office Use</b>
<b>Grade:</b> 4	<b>Workplace:</b>		JE ref: 2833 HRMS ref:
<b>Responsible to:</b> Field Officer	<b>Date:</b> March 2014	<b>Manager Level:</b>	
<b>Job Purpose:</b> Under the direction of a Field Officer to be part of a team carrying out maintenance and enforcement work on public rights of way, countryside management work and maintenance of countryside sites			
<b>Resources</b>	Staff	None.	
	Finance		
	Physical	Country Parks and rights of way, shared responsibility for vehicles, tools & equipment.	
	Clients	The general public.	
<b>Duties and key result areas:</b>			
<ul style="list-style-type: none"> <li>● To carry out a range of tasks within a programme of maintenance, improvement, enforcement, signing and repairs to public rights of way including waymarking, signposting, drainage, surfacing, bridge works, stiles, gates, fencing, dry stone walling and general landscape works.</li> <li>● To undertake estate management and other maintenance tasks at the Council's countryside sites, including the daily (Monday to Friday) cleaning of the public toilets and emptying of litter bins when necessary.</li> <li>● To undertake daily site safety checks as necessary and to assist with the collection and accounting for cash from car park ticket machines.</li> <li>● To assist with the implementation of other projects undertaken as part of the Countryside Teams work.</li> <li>● To undertake training and achieve certification as required in the use of chainsaws (and other power tools), pesticides and ATVs.</li> <li>● The above areas of work( may) involve the following tasks: <ul style="list-style-type: none"> <li>▪ joinery and carpentry, including the making of gates, stiles and footbridges, construction of shuttering and revetments and the routeing (engraving) of timber signs;</li> <li>▪ path surfacing, concrete and masonry construction and dry stone walling;</li> <li>▪ cleaning of information centres and toilets, litter picking and disposal of fly-tipped waste and unblocking of foul drains;</li> <li>▪ fence construction (post and rail, post and wire and high tensile), hanging gates and installing stiles;</li> <li>▪ landscaping work including turfing, seeding, drainage and the construction of steps, paths, edging, boardwalks and revetments;</li> <li>▪ strimming and grass cutting (with use of ATV and attachments);</li> <li>▪ the planting, pruning, felling and maintenance of trees and woodland, including the removal of windblown trees using mechanical winches;</li> <li>▪ assisting in the stock control of materials/tools/equipment;</li> <li>▪ carrying out emergency repairs at countryside sites to make safe and/or secure;</li> <li>▪ cleaning and minor building maintenance works;</li> <li>▪ inspect and replace water safety equipment and notices;</li> <li>▪ use of chainsaws and pesticides;</li> <li>▪ to carry out a range of tasks that involve the manual handling of heavy loads in remote areas &amp; over uneven ground</li> </ul> </li> <li>● When required, to brief, organise, train and supervise volunteer groups in the carrying out of maintenance tasks, including the organising of tool supplies.</li> <li>● To ensure the proficient and safe use and maintenance of all tools (including power tools), equipment and plant provided both at the working base and on site.</li> <li>● To utilise appropriate PPE equipment and ensure the safety of other employees and the public in relation to work undertaken.</li> </ul>			

- To deputise for the Field Officer (when absent) in respect of liaison with landowners, inspection of play equipment, livestock and wildlife management, and to assist the Project Officer or Countryside Officer in evaluating specific work projects and preparing lists of materials for ordering.
- To report environmental or antisocial behaviour incidents to the appropriate authorities.
- To provide basic First Aid when necessary.
- To drive any vehicle provided as directed by the Field Officer both on and off road, when necessary, including the towing of a trailer; to keep proper vehicle records as instructed and to ensure regular cleaning and carry out routine maintenance.
- To open, lock up and secure country park buildings & sites.
- To assist with the rescue and removal of dead, injured or sick animals from Council sites (this includes the occasional use of an inflatable dingy or canoe).
- To assist with manual winter maintenance and other emergency duties as required.
- To keep accurate written records including hand arm vibration monitoring and individual driving records.
- To follow Health and Safety requirements & adhere to job specific risk assessments.
- To undertake work in potentially hazardous locations (such as, rivers, river banks, road side verges & steep slopes) and at heights
- To carry out such duties of a similar nature as may be directed

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements: Ability to drive an off road vehicle with trailer (and any other vehicle as required) to and at sites throughout the county.

Working patterns: 8am to 4pm Monday to Thurs, 8am to 3.30pm Fri (with ½ hour lunch).

Working conditions: Willing and able to work outdoors throughout the year in a range of weather conditions. Willing to work as part of a small team or alone. Willing and able to work in remote locations traversing difficult terrain on foot.

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**JOB DESCRIPTION**

<b>Post Title:</b> Field Assistant	<b>Director/Service/Sector:</b> Place	Ref: 2832
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● Full current driving licence.</li> <li>● Basic General education.</li> <li>● An understanding of Health &amp; Safety in the workplace including the use of risk assessments.</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Minimum of 6 months experience of paid or voluntary work in practical countryside/estate management, including a significant proportion of fencing work.</li> <li>● Experience in the use of power tools including drills, strimmers and hedge clippers.</li> </ul>	<ul style="list-style-type: none"> <li>● Working experience of farming and forestry.</li> <li>● Experience of other building and construction techniques.</li> <li>● Experience in using chainsaws and pesticides</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● Demonstrable skills in practical estate management, including fencing and joinery, construction and installation of gates and stiles, path surfacing and vegetation control.</li> <li>● Able to follow agreed working procedures including the interpretation and implementation of risk assessments.</li> <li>● Willing and able to work alone and unsupervised outdoors</li> <li>● Able to drive four-wheel drive vehicles, often towing trailers, both on-road and off-road.</li> <li>● Ability to read and interpret maps and use a compass to navigate and confirm a location.</li> <li>● Able to work effectively as part of a small team sometimes in isolated areas.</li> <li>● Good organisational skills.</li> <li>● Able to demonstrate a positive 'problem solving' approach to new challenges.</li> <li>● Able to keep accurate written records.</li> <li>● Good verbal communications skills and able to deal politely and effectively with the general public and landowners</li> </ul>	<ul style="list-style-type: none"> <li>● Practical skills in bridge building, drainage, concrete laying, masonry work, dry stone walling, use of powered plant, tractor driving and general building maintenance.</li> <li>● Certification in chainsaw use, CS30, CS31, CS32 &amp; CS36 &amp; CS50.</li> <li>● Certification in pesticide use, PA1 &amp; PA6.</li> <li>● Basic understanding of rights and responsibilities on public rights of way in the countryside.</li> <li>● Interest in the countryside and rights of way.</li> <li>● Training in the use of all-terrain vehicles.</li> <li>● Basic IT skills.</li> <li>● Training in the use of small plant equipment.</li> <li>● Willing and able to be trained in the use of power tools.</li> <li>● Willing &amp; able to be trained in the safe use of pesticides.</li> <li>● Willing &amp; able to be trained in the use of Chainsaws.</li> <li>● Willing &amp; able to be trained in the use All Terrain Vehicles &amp; attachments.</li> <li>● Willing to be trained in basic IT skills (email and word processing).</li> </ul>	
<b>Physical, mental and emotional demands</b>		

<ul style="list-style-type: none"><li>• Able to meet the physical requirements of the job in terms of lifting, digging and carrying tools and timber for significant distances over rough and difficult to traverse ground (on occasions in excess of 1 mile).</li><li>• Willing to work in adverse weather conditions.</li></ul>		
<b>Other</b>		
<ul style="list-style-type: none"><li>• Willing to undertake any relevant training as required.</li></ul>		