

# Job Description



<b>Job Title:</b>	<b>Farm Maintenance Technician</b>
<b>Department/Section:</b>	Rare Breeds Centre
<b>Reports to:</b>	Farm & Attraction Manager
<b>Principal Contacts:</b>	Catering Manager, Dep. Catering Manager + staff Head of Property & Infrastructure Property, Project & Maintenance Manager Marketing Manager, Marketing and Reception Assistant Plants and Produce Manager, Assistant + staff Shop Manager + staff SU Care Support staff SU's Volunteers (incl. corporate vols.) Suppliers Visiting public
<b>Job Purpose:</b>	To monitor, record and rectify H&S issues, and functionality of a varied range of play equipment across the RBC. Maintain cleanliness of restaurant patio area and seasonal paddling pool. Provide cover for F&A cleaner as and when required. Carry out essential maintenance and repair work across all aspects and areas of the Farm Attraction.
<b>Responsible for:</b>	<b>People:</b> Nil <b>Finance:</b> Nil <b>Other physical resources:</b> Tools and equipment required for this post. Playground equipment safety and repairs

## Main Duties and Responsibilities:

(This list is intended to define the main duties and responsibilities that are required to be undertaken by the post holder and is not a comprehensive list of all duties that may be required from time to time)

1. To ensure the cleanliness and safety of the patio area. This will generally involve sweeping, cleaning first thing in the morning.
2. To assist the Catering Manager with the setting up of the Falcons function room for conferences, weddings and events.
3. During working weekends, and at other times as required provide help and support to the Duty Farm Manager to ensure the safe and efficient running of the Farm and attraction, which may involve working with a range of the attractions livestock.
4. To work with the Farm & Attraction Manager to design and build bespoke set pieces for the many and varied events staged at the attraction e.g. Easter, Halloween, Christmas and other similar initiatives.
5. At least once a week to conduct and record a detailed health and safety audit of the attraction's play equipment and woodland trails and then to report or carry out any essential maintenance as appropriate.



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6. With the Farm & Attraction Manager, Head of Property and Infrastructure and Project & Maintenance Manager agree and implement programmes of essential maintenance around the farm and attraction. Completing urgent repairs at the request of other RBC staff e.g. plumbing, welding, carpentry, and electrical repairs. Design and build new play equipment on the farm where appropriate and possible.
7. To drive the tractor/trailer on and offsite, and provide lunchtime and other cover as and when required providing trailer rides for visitors. Also drive the van and quad bike on and offsite as required.
8. Give appropriate levels of help, training and support to service users on the farm and attraction.
9. In the absence of Discovery and Butterfly Garden staff (or other similar ventures that may develop) to ensure that daily watering and upkeep is undertaken.
10. To undertake in a 'hands on' way a wide remit of responsibilities during the high season when the attraction is at its busiest e.g. rodding out drains, car park duty, assisting with the pig race and administering basic first aid.
11. To provide cover for the basic daily cleaning across various areas of the attraction e.g. Play Barn, toilets, hand washing areas etc
12. Ensure that a recorded visual safety check of the Play Barn and Swing Bridge Barn is carried out daily, with faults being reported to the F&AM immediately.
13. Act as one of two Fire Wardens for the farm area of the attraction.
14. To carry out any other duties which could be reasonably expected of the post holder over and above those already mentioned.
15. To evaluate the work of volunteers and other staff and offer guidance and advice where required
16. Basic pest control to destroy wasp and hornet nests and to remove swarming honey bees, in between regular pest control visits from outside contractors.



# Additional Information



## **Driving:**

There is a requirement for the post holder to drive in order to fulfill the requirements of the role. This may involve driving a COT car, Tractor & Trailer, Quad Bike, Van and other ancillary equipment. Driving license details will be required and reviewed on an annual basis.

## **Variation to Usual Working Hours:**

There is no requirement for the post holder to participate in an 'on-call' rota. However, they may occasionally be required to work outside of their usual working pattern/hours in order to attend to animal welfare needs, external meetings, supplies/deliveries, training or external events and open days.

## **Display Screen Equipment Usage:**

The post holder is regularly required to work with display screen equipment (VDU, computer workstations, laptops, touch screens etc.) as part of their normal working day.

## **Lone Working:**

There is a requirement for the post holder to lone work during the course of the working day.

## **Night Workers:**

The post holder is not regularly required to work between the hours of 11pm and 6am for at least 3 hours as part of their normal rostered duties.

## **First Aid:**

There is a requirement for the post holder to be a qualified first aider and appropriate training will be offered and maintained.

## **Physical Effort:**

- Frequent (daily) high physical effort is required for this role throughout the day.
- Frequent exposure to repetitive movements such as lifting, bending, reaching, crouching, walking, carrying, standing, kneeling, loading/unloading, moving equipment/stock, working in restricted spaces and outdoors.
- Frequent driving and travelling required.

## **Mental Effort:**

- Frequent periods of concentration are required when dealing with customers, service users, animals; interpreting information, communicating, record keeping and administration tasks.

## **Emotional Effort:**

- Maintaining a positive attitude when dealing with stressful or emotional situations.



# Person Specification

<b>Job Title:</b>	<b>Farm Maintenance Technician</b>		
<b>Department:</b>	Rare Breeds Centre		
<b>Reports To:</b>	Farm & Attraction Manager		
<b>Specification Headings</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to Assess</b>
<b>Experience:</b> (Duration, type & level of experience necessary)	At least 4 years' experience of general building repairs and maintenance.	Previous experience of working in a tourist attraction in a similar post.	Application Form Interview References
<b>Qualifications:</b> (Number, type, level of qualifications. Equivalent experience, if appropriate)	Good basic level of education.  A good basic understanding of regulations and procedures as required by a site Fire Warden	Abrasive Wheel Cert.  Scaffold Tower Erection & Use Cert.  Driving Licence covering trailer use.  First Aid at Work Cert.	Application Form  Proof of award
<b>Skills, Knowledge &amp; Aptitude:</b>	General maintenance and construction skills e.g. Woodwork/carpentry, block work, groundwork, plumbing, roofing, welding. The abilities to carry out basic machinery and hand tool maintenance.  Basic computer skills.	Previous experience maintaining a range of commercial play equipment.  A sound understanding of H&S regulations and guidelines relating to commercial play equipment.  Basic livestock handling skills.  Tractor and trailer, quad and trailer handling skills.	Application Form Interview Relevant Certificates
<b>Personal Qualities and Behaviours:</b>	Sound interpersonal and communication skills.  Excellent customer service skills  High level of initiative.		Interview References
<b>Other Requirements:</b> (factors which are ideally required for an individual to carry out the full duties of the job)	Ability to work flexibly.  Initial and ongoing clear criminal records check (obtained by the Trust initially upon offer).  Able to demonstrate compassion and empathy for the people we support.		Interview Appropriate documentation