



NEW MILTON
TOWN COUNCIL

JOB DESCRIPTION

Estates & Facilities Team Member

Be part of the team that keeps our community thriving

Reports to: Estates & Facilities Supervisor / Senior Supervisor

About the Role

We're looking for a proactive and hands-on Estates & Facilities Operative, with a full clean driving licence, to join our team. You'll play a vital role in maintaining and enhancing our parks, sports pitches, play areas, and public spaces - ensuring they are safe, welcoming, and maintained to the highest standards.

No two days are the same. From preparing sports pitches to supporting improvement projects, your work will directly impact on the quality of life for our local community.

What You'll Be Doing

Maintain & Improve Outdoor Spaces

- Prepare and maintain football and rugby pitches, including marking out playing areas
- Care for flower beds, shrubberies, and planted displays
- Carry out grass cutting, hedge trimming, and watercourse clearance

Keep Facilities Safe & Operational

- Carry out routine inspections and basic maintenance of play equipment and surfaces
- Undertake minor repairs to buildings, street furniture, litter bins, and benches
- Complete statutory checks (e.g. fire systems, legionella monitoring) – full training provided

Operate & Maintain Equipment

- Safely operate council vehicles, machinery, and specialist equipment
- Carry out daily checks, cleaning, and basic maintenance of tools and vehicles

Support Clean & Tidy Environments

- Collect litter and empty bins, including dog waste bins across all sites

Support Projects & Improvements

- Assist with capital projects, including new builds and refurbishments
- Deliver both planned and reactive maintenance across council assets

Flexibility & Teamwork

- Work across a range of sites within the Town Council's portfolio
- Support colleagues and respond to operational priorities as needed
- Take on additional duties as directed by supervisors

Health, Safety & Standards

- Work in line with all Health & Safety, COSHH, and Safe Systems of Work
- Use PPE and equipment provided to carry out tasks safely
- Maintain accurate records, including weekly timesheets

What We Offer

- Structured training and development opportunities
- Supportive team environment
- 26 days annual leave plus public holidays (after qualifying period)
- Overtime opportunities on a rota basis (paid at the appropriate rate)
- All PPE, tools, and equipment provided

Why Join Us?

You'll be making a visible difference every day—helping create safe, clean, and vibrant spaces across our town that the whole community can enjoy.