



Your job

Job Title: Estate Caretaker

Service: Homes and Communities Team

Grade: 4

Reporting to: Senior Estates Officer

As an Estate Caretaker you will deliver a safe, efficient and effective Estate Caretaking Service.

You will carry out a range of duties to create a clean, green and safe environment on estates throughout the Borough and will involve a combination of direct action by either working independently or as part of a team, and organising and reporting work to other Contractors, Departments and Agencies.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Liaise with tenants, Council officers, Ward Councillors and colleagues within Wigan Council to ensure that the estates are kept clean and tidy through planned and reactive work as well as carrying out tasks such as removal of fly tipping, general grounds maintenance and minor building repairs.
- Provide a multi skilled resource to the service including application of pesticides, use of pedestrian mowers and hand held machinery for gardening tasks, driving small street sweepers, inspection of play areas and grave digging when required.
- Ensure the buildings and grounds at sheltered schemes, high rise and block flats are safe, secure and kept in an appropriate condition.
- Identify, report and carry out minor repairs in high rise and block flats, making safe whenever possible and reporting tenancy, repairs, and general issues on the estates and in communal areas of flats to other teams and agencies.
- Organise the 'Tidy up' Tuesday events in your allocated areas, as well as organising estate clean up days and waste amnesties in partnership with other agencies.
- Ensure that communal areas are kept clean including stairways, landings and bin stores and report and document any faults in the blocks as part of Fire Risk Assessment checks ensuring that the repairs are both reported and actioned.
- Activate/test fire alarms and emergency lighting switches in block flats and sheltered buildings, ensuring Fire Risk Assessments are carried out so that any repairs or fire risks are dealt with appropriately.
- Liaise and provide building access for colleagues, customers and members of the public, and contractors as required, to ensure that a quality service is delivered and safety is maintained.
- Where required, carry out maintenance work on the roofs of high rise flats in line with the council's safe working procedures.
- Support the services risk assessments, codes of practice COSHH assessments and Health and Safety task audit process.
- Monitor/check void properties on the estates and ensure they are secure and the gardens are kept to a maintainable standard.
- Provide an 'eyes and ears' service across the Borough by reporting any problems you observe, such as blocked gullies, fly tipping,

safeguarding issues or anti-social behaviour through the appropriate channels.

On an ongoing basis you will:

- Make a positive contribution to our Health and Safety culture; adopting safe working practices, following the job based risk assessment and control measures and reporting health and safety issues or incidents.
- Promote Equality and diversity in the workplace by helping to deliver services which are accessible and appropriate to customer needs.
- Behave in a professional manner and contribute towards a respectful working environment.
- Undertake any other duties as requested by management, commensurate with the grade of the post.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- The ability to obtain a PA1/PA6 application of herbicide qualification.
- The ability to obtain a ROSPA approved playground safety inspection qualification.
- Knowledge, skills and experience of working in a housing environment.
- A full valid driving licence to undertake the driving requirements of the role.
- Working knowledge of health and safety requirements appropriate to the role.
- Excellent customer care skills including face to face contact with customers on the estates.
- The ability to communicate well with relevant stakeholders including by email and telephone.
- Excellent customer care skills including face to face contact with customers on the estates.
- Have an awareness of Safeguarding procedures and protocols and attend relevant training.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”