



Job Description

Post Title:	Maintenance Operative (General Maintenance)
Hourly Rate:	SCP 16-19 (£24,432- £25,927) Pay award pending
Hours of Work:	25 per week
Leave Entitlement:	23 (pro rata) per annum plus Bank Holidays.
Responsible to:	Projects & Facilities Manager
Primary Function of Post:	To ensure that all the Council owned assets are legally compliant, to undertake asset maintenance duties of the town councils' assets as directed

Key Responsibilities:

- A. To ensure that all the Town Council's assets are fully compliant and that records are kept up to date as legally required
- B. To ensure that the grounds of Bitton Park and any other areas of ground owned or managed by the Town Council are maintained to a high standard
- C. To carry out remedial repair and maintenance works as necessary
- D. To assist the Project and Facilities Manager as so directed
- E. To support the Town Council with the staging of events
- F. To undertake documented inspections of assets as directed by the Project and Facilities Manager
- G. To carry out any other duties as required befitting the post
- H. Changing lamps
- I. Minor plumbing and carpentry
- J. Clearing or cleaning general areas

- K. Shifting furniture or equipment
- L. Assembling furniture or equipment
- M. Garden / landscape installation and maintenance
- N. Footpath maintenance
- O. Painting and decorating
- P. Clearing gutters
- Q. Maintaining property exterior through the different seasons

Working relationships:

- Councillors (Town / County / District)
- Other Town Council employees
- External user groups
- General public
- Suppliers
- Contractors

Special Conditions:

- It is essential that the postholder holds a full clean driving licence
- It is desirable that the postholder has a valid First Aid at Work Certificate
- It is desirable that the postholder is trained in COSHH and Risk Assessments
- The working week may include weekends, occasional unsociable hours and Bank Holidays
- The postholder will need to be available for a casual call out system this is not for emergency repairs but for intruder and fire alarm purposes
- Basic hourly rate is applicable up to 37 hours during weekdays and excludes Saturdays, Sundays and Bank Holidays, which are at time x 1.5, 2.0 respectively
- The postholder will be required to work in all weathers
- The postholder will on occasions be lone working

This job description is issued as guidance on the duties and responsibilities that are applicable at the time. It does not form a term within the contract of employment.