



VACANCY INFORMATION & BENEFITS

Post:	Multi-Skilled Maintenance Operative
Grade:	National Joint Council (NJC) SCP 10 -12 up to £12.00/hour
Type:	14-16 Hours per week
Contract:	Part- Time
Annual Leave:	22 days plus bank holidays
Proposed Work Pattern:	Flexible
Pension:	Auto enrolled into NEST (subject to eligibility) after probationary period (3% Employer's contribution)
Other Benefits:	<ul style="list-style-type: none"> ➤ Clothing ➤ Mileage Allowance ➤ Any training that may be required
	<ul style="list-style-type: none"> ➤ This post is part time. ➤ The Council requires that the post holder is not engaged in any other employment without expressed written consent from the Council.
Services:	Facilities
Responsible to:	Parish Clerk

Job Purpose

To maintain high standards of maintenance within the relevant Parish Council's facilities and its assets, as well as the upkeep and maintenance of the Parish public facilities and open spaces.

Main Duties and Responsibilities

1. Being aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work. To be familiar at times with the process of risk assessment and complying with safe systems of work.
2. Be fit enough, willing and able to carry out regular programmed and maintenance activities on a variety of the Parish Council's buildings, open spaces and assets.
3. Be aware and physically able to work safely in areas of public occupation, at heights, on grass verges and near to the highway.
4. To take pride in your delivery of the entire range of property maintenance operations in line with best practice to the highest standards whilst constantly striving for continuous improvement



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5. To assist the Parish Clerk in undertaking Risk Assessments and Fire Risk Assessments of all facilities and assets under the Parish Councils remit.
6. To carry out all minor property maintenance tasks, purchasing materials within agreed budgets as required. Examples include preparing painting of exterior and interior walls, doors or street furniture, play equipment, repairing or replacing play equipment parts, repairing or installing new benches and removal of graffiti.
7. To carry out pre-use visual safety inspection and the maintenance of property maintenance tools and machinery. To not use defective tools/machinery and report any defects. To ensure tools and items of equipment are kept clean, sharp and stored safely/securely.
8. To carry out small amounts of footpath strimming.
9. To maintain seats, shelters, notice boards and other street furniture as directed.
10. To undertake visual and operational play inspections.
11. Collect general and hazardous waste.
12. Undertake other duties that may be required from time to time within the general scope of the post.

Key Relationships

The post holder may have contact with the general public as well as the Parish Clerk and Deputy Clerk.

This job description is based on current duties and is subject to annual review as part of appraisal or as and when it is deemed necessary in consultation with the post holder. The post holder will be provided with any training as is necessary to undertake the responsibilities required of the role.