



Job Description Handyman

Role/ Title: Handyman

Hours: 09:00-17:00 (37hrs per week)

SP 4-7 (£18,426- £19,554)

Reports to Facilities and Contracts Manager

Supervised by Maintenance Officer.

MAIN PURPOSE OF THE JOB

This new post will play an important role in the upkeep of all the Town Council's properties and facilities, both proactively and reactively, to ensure that they are all maintained to a high standard. All work to be completed in agreement with the Facilities and Contracts Manager or in their absence any other person appointed to do so by the Town Clerk.

Functional links with:

Facilities and Contracts Manager, Maintenance Technician, Town Gardener, Town Clerk, all staff of the Council, Members of the Council, other Local Authorities and partner organisations, contractors and suppliers and local businesses and tenants.

Key Accountabilities Duties and Responsibilities

- To undertake minor items of repair and maintenance as directed on Town Council properties which include both owned and leased. This will also include the minor repair of fixtures and fittings including desks, tables and chairs as appropriate.
- To assist with minor plumbing including unblocking sinks and drains etc.
- To deal with minor repairs where necessary as instructed by the Maintenance Technician and/ or Facilities and Contracts Manager.
- In liaison with the Facilities and Contracts manager and Maintenance Technician to create and work to a planned, proactive repair and maintenance schedule, ensuring a high standard is sustained.
- To work at all times in accordance with The Health and Safety at Work etc Act 1974 and to follow all Council procedures and guidelines.
- To positively embrace opportunities to undertake training courses as required.

- Under the direction of the Facilities and Contracts Manager undertake general swimming pool cleaning duties. This will involve setting up and using the pool floor vacuum equipment and undertaking backwashes of the filtration system. It will also involve undertaking water quality tests as required.
- Regularly check external areas for general rubbish and for any potential danger to members of the public, staff or clients.
- Daily litter picks if required, sweeping of hard surfaces, emptying of litter bins, attending to planters.
- Assist with deliveries and general portage duties.
- To help clean and care for the Council's vehicles and to report any maintenance/ safety concerns to Facilities and Contracts Manager or the main office.
- To ensure the care and security of tools and equipment.
- Assist the Head Gardener, Maintenance Officer and/or the Facilities and Contracts Manager with weeding, mowing, planting and general cleaning.
- To represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are reported to The Facilities and Contracts Manager or the Town Clerk to allow the complaint to be resolved constructively.
- To work positively with other members of staff at the Council in a supportive manner and to assist in Council-wide events, for example, the Civic Parade, Annual Council Meeting and Mayor choosing with other members of staff.
- To actively and positively contribute to the appraisal process and to follow up agreed actions.
- To work at all times in accordance with the Council's Dignity at Work and Equal Opportunities Policies.
- To undertake such other duties as may be required and to assist the team in the absence of other staff members.

Key Competencies

- Competent at basic building repairs and maintenance.
- Use of small industrial/electrical/mechanical equipment.
- Knowledge of health and safety procedures and precautions, including COSHH regulations and an awareness of health and hygiene procedures.
- Literacy and Numeracy skills sufficient to check delivery notes, measurements etc.
- Able to regularly handle/carry items.

Physical Effort

At certain points of the day the post holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixing, receiving deliveries of goods and equipment, setting out and putting away furniture. Due to the nature of the post there will be an expectation that the post holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Other.

- The post holder may be required to attend evening meetings and/ or other events for which time off in lieu (TOIL) or payment will be awarded.
- The post holder will be expected to comply, observe and actively promote the values and behaviours of the Council in a professional and responsible manner.
- This job description may be subject to change, in consultation with the post holder, in response to new circumstances or challenges. It is not a comprehensive or exhaustive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.
- All Council employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. This especially relates to members of the public. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote improvements where necessary.
- There is an expectation that all employees will be committed to a programme of continuing professional development and be willing to learn new skills and keep abreast of new and improved methods of working, for the benefit of the people of Hayle and the Town Council.

NB: This job description is intended to give the post-holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to cover every activity. Specific tasks and objectives will be agreed with the post-holder at regular intervals. The post-holder will be required, at all times, to perform any other reasonable task as requested by the Council in order to meet the operational needs of the business.

For more details and an application pack contact info@hayletowncouncil.net or telephone 01736 755005 between 09:30 and 12:30 or in person at the Council offices, 58, Queensway, Hayle between 09:30 and 12:30