

HAYLE TOWN COUNCIL



JOB DESCRIPTION

Job Title: Assistant Gardener/ Maintenance Operative
SPC 6-10 - 37 hours per week

Responsible to: Facilities and Contracts Manager

Main Objectives:

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, Gardener, Town Clerk; all staff of the Council; Members of the Council; Other Local Authorities & Partner Organisations; Contractors & Suppliers; Local Businesses and Tenants.

Duties and Responsibilities.

1. To assist the Maintenance Technician in carrying out the general maintenance and repair of all of the Town Council's properties, both owned and leased. These include an Open-Air Swimming Pool (seasonal), Community Centre, Library and Information Centre, Recreation Ground, Play sites, Public Conveniences, Allotments and a number of other amenity sites.
2. 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.
3. To assist the Maintenance Technician in carrying out general building repairs, carpentry, painting and decorating, basic plumbing including maintenance of drains and water feeds, maintenance of street furniture and painting. (This list is indicative but not exhaustive).
4. 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 taking water quality tests as required.

5. Regularly check all sites for general rubbish and for any potential danger to the members of the public, staff or clients. Conduct daily litter picks, sweeping of hard surfaces emptying of litter bins etc.

6. To assist the Gardener in their work, when necessary. This may include weeding, planting, watering and general cleaning.

7. To ensure the care and security of tools and equipment.

8. To help clean and care for the Council's vehicles and to report any maintenance/safety concerns. To complete mileage and work sheets as required.

9. Maintaining accurate records, such as mileage forms, routine checks, maintenance schedules, job sheets etc.

10. To use initiative to solve basic problems as they arise.

11. To represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.

12. 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 Service and Annual Council Meeting (including Mayor - Choosing) with other members of staff.

13. To attend appropriate training courses as agreed with the Facilities and Contracts Manager and show a commitment to continuing personal and professional development.

14. To actively and positively contribute to the appraisal process and to follow up agreed actions.

15. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all Council procedures and guidelines which assist this.

16. To work at all times in accordance with the Council's Dignity at Work and Equal Opportunities Policies.

17. To undertake such other duties as may be required and to assist the team in the absence of other staff members.

Other:

(1) The post-holder may be required to attend evening meetings and/or other events for which time off in lieu or payment will be awarded.

(2) The post-holder will be expected to comply, observe and promote the values and behaviours of the Council in a professional and responsible manner.

(3) This job description may be subject to change, in consultation with the post-holder, in response to new circumstances. 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.

(4) 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. The post-holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

(5) 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 applicant/post-holder an appreciation of the role 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 tasks as requested by the Council in order to meet its operational needs.

Signed by Post-Holder

Signed: Date.....