

# Upper Rissington Parish Council

Applications are invited for the post of

## Maintenance Officer

See Job Description below

### THE SUCCESSFUL APPLICANT

The chosen candidate will:

- Have an enjoyment for working outdoors
- Be able to undertake the tasks in the job description
- Have communication skills and a good standard of written and spoken English
- Have a good understanding of health and safety regulations
- Have previous experience of a similar role
- Supporting qualifications would be an advantage, but not essential as any necessary training will be given

### REMUNERATION

- The remuneration package is for five hours per week. Extra hours may be required on occasions by agreement with the Council/Clerk.
- Salary SCP 23 £21,057 per annum pro rata.
- The hours of work are flexible, but will be agreed in advance with the Clerk.

Enquiries and applications to: [clerk@upperrissington-pc.gov.uk](mailto:clerk@upperrissington-pc.gov.uk).

Further information about Upper Rissington Parish Council can be found at <http://upperrissington-pc.gov.uk>

**Closing date for applications: 28<sup>th</sup> June 2016**

# Upper Rissington Parish Council

## JOB DESCRIPTION

### Maintenance Officer

#### GENERAL DESCRIPTION

As a Maintenance Officer reporting to the Parish Clerk, the chosen candidate will be expected to carry out general maintenance duties relating to the work of Upper Rissington Parish Council (“the Council”).

#### MAIN DUTIES AND RESPONSIBILITIES

1. General maintenance of amenity and environmental areas, playing fields, landscaped areas and similar open spaces. This will include a range of tasks including:
  - A. Maintenance of open spaces and play areas as directed by the Council, including liaison with the Council’s grass cutting contractor
  - B. Landscape work (e.g. planting bulbs and pruning of bushes on Parish Council maintained land)
  - C. Removal and control of weeds and other vegetation from Parish Council maintained land
  - D. Clearing of leaves and litter
  - E. Cleaning and minor repairs of street furniture
  - F. Regular inspection of boundary walls, pathways, trees and Play Park equipment
  - G. Monitor dog bins throughout the Parish and report misuse/issues to the Parish Clerk
  - H. Cleaning of Notice Board(s)
  - I. Reactive and planned maintenance, as directed by the Parish Clerk
  - J. Applying wood preserver / paint to equipment / street furniture (e.g. benches and bus shelters)
  - K. Removal of graffiti
  - L. Removal of fly posting / tipping
  - M. Supervising contractors in the absence of the Clerk
  - N. Reporting any necessary repairs to the Parish Clerk
  - O. Ensuring health and safety regulations are upheld
  - P. Participating in emergency out-of-hours call-out
  - Q. Ensuring that grit bins and other winter preparations are replenished
2. To report to the Parish Clerk any faults and safety defects e.g. potholes, tree branches.
3. To act as the “eyes and ears” of the community having regard to vulnerable parishioners and antisocial behaviour.
4. To note any comments / complaints from residents and send a note of them in email to the Parish Clerk.

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5. To complete and / or update risk assessments before undertaking any task.
6. To attend any training necessary for the position
7. To maintain accurate records of all work carried out
8. To communicate with members of the public, explaining the role of the Maintenance Officer
9. To liaise with the Parish Clerk, attending meetings as necessary

## **EQUIPMENT**

1. The post-holder will be required to use the following tools and equipment:-
  - A. Light hand-held tools
  - B. Powered hand tools
2. The post-holder will be responsible for ensuring they have appropriate training and liaising with the Parish Clerk to undertake further training as appropriate.

## **OTHER DUTIES:**

This job description indicates the broad area of activity of the post, but from time to time other duties may be required. These will fall into the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with the post-holder, be incorporated into the job description in specific terms and a revised job description will be formally issued to the post-holder