

FACILITIES AND MAINTENANCE OPERATIVE

Job description

JOB DESCRIPTION

Job Title: Facilities and Maintenance Operative

Pay: £11.44 per hour, rising to £11.62 per hour upon successful completion of a three-month probationary period (to rise in line with minimum wage requirements from April 2025).

Payments will be made monthly into a bank/building society on the 5th of each month.

Hours: Contracted for 9 hours per week, with flexible working hours to meet Council needs. Additional hours may be required to cover holidays, sickness, or tasks requiring two staff members.

Holidays: 28 days per annum (pro-rata, including public bank holidays).

Responsible to: The Parish Clerk

Main Purpose of the Role

- Maintain Council premises, property, recreation areas, cemeteries, open spaces, flower/shrub beds, street furniture, public conveniences, and other assets managed by the Parish Council.
- Perform cleaning, litter picking, and general maintenance of Council-controlled areas.
- Ensure the safety and security of all Council property and equipment.
- Work on a monthly rota: Monday–Wednesday one month and Thursday–Saturday the next.

Key Duties and Responsibilities

1. Playing Field

- Conduct regular checks of recreation fields, remove litter daily, and complete weekly play equipment safety checklists. Report defects or damage to the office.
- Report anti-social behaviour to the office.
- Assist in maintenance and repair of play equipment.
- Support the twice-yearly clearance of growth and litter from behind the playing field fence.

2. Cemetery

- Collect rubbish and store it in the shed for collection.
- Remove dead flowers and wreaths from graves.
- Transport rubbish bags to the Playing Field for collection by Suez.
- Report any damage or issues to the office.
- Weed edging stones in the Garden of Rest and remove grass tabs as needed.
- Weed grave plots and the burial ground as required.

3. Public Toilets

- Report damage to the office.
- Unlock and lock the public conveniences as needed.
- Occasional cleaning of the facilities maybe required.

4. Other Responsibilities

- Clean and maintain bus shelters.
- Assist in the twice-yearly strimming and maintenance of public footpaths.
- Undertake litter picking throughout the village as required.
- Provide holiday and sickness cover for other Parish Council staff.
- Liaise with the office regarding work schedules, timesheets, and leave requests.
- Adhere to all requirements regarding Fire Regulations, Health & Safety, and Lone-working policies.
- To attend regularly staffing meetings,

General Requirements

- Always comply with the Health and Safety at Work Act.
- Undertake training as required to fulfil job duties safely and effectively.
- Perform other duties reasonably related to the role's general character.
- Follow Council policies and procedures, particularly when working alone.
- Full driving licence and own vehicle essential.

Equipment and Clothing

The Parish Council provides all necessary tools, equipment, and protective clothing, which must be used in compliance with Health & Safety standards.

FACILITIES & MAINTENANCE OFFICER, 'Maintenance Operator'

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
1. Qualifications	<ul style="list-style-type: none"> • A willingness to undertake training, relevant to role. 	Certification in any of the following would be an advantage. <ul style="list-style-type: none"> • First Aid Certificate • Working at Height • Play Area Inspection • Brush- cutter Certificate • Hedge Trimmer Certificate
2. Experience	<ul style="list-style-type: none"> • Capable of working to laid down standards and procedures 	<ul style="list-style-type: none"> • To have worked in a similar position
3. Knowledge	<ul style="list-style-type: none"> • Able to recognise potentially hazardous situations/materials 	To understand: <ul style="list-style-type: none"> • Health & Safety Regulations and how they apply to your safe working conditions and the safety of the public • Requirements of the disabled
4. Attitudes	<ul style="list-style-type: none"> • Positive attitude towards flexible working as a member of a team • Excellent customer service skills • Willing to work additional hours and take part in an out of hours' emergency 	
5. Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic • Reliable • Flexible/adaptable • Conscientious • Hard working • Capable of working without supervision 	
6. Physical Qualities	<ul style="list-style-type: none"> • To be physically fit to meet the demands of the role 	