

MAINTENANCE PERSONNEL JOB DESCRIPTION

Post Title:	Maintenance Personnel
Working Pattern	Part time 20 hours on a rota basis
Location	Holt Town Council
Responsible to:.	Town Clerk

Post Objective

To provide efficient and effective maintenance work around the town of Holt and ensure good standards of maintenance in all areas are obtained and adhered to.

Other Considerations

The Postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions are adhered to.

Duties and Responsibilities:

1. To carry out grass cutting and strimming in Town Council owned areas i.e.
 - Cemetery
 - Peacocks
 - Memorial Garden
 - Spouts
 - Little Hills
 - Church Street toilets
2. To carry out grounds maintenance in the above areas including
 - Cutting of hedges,
 - Maintenance of gravel paths, lawn edges
 - Weeding of borders and pruning of trees
 - Remove wreaths
 - Level grave areas
 - Grass seeding during autumn and turfing during the spring.
 - Replanting borders and tubs around the town.
3. Rake safety bark and carry out safety checks at Peacock Play field
4. Wash down wooden play equipment regularly.
5. To collect rubbish from all areas and dispose of in a safe hygienic manner ensuring that it is available for collection as required.
6. General maintenance
 - Maintain gates, seats and minor repairs.

- Re-stain and oil seats, cemetery pavilion
7. General maintenance at Letheringsett Hills Car Park as above and
 - Leaf removal
 - Repair of potholes
 8. Water all flower containers and deadhead plants
 9. General maintenance of Obelisk Plain and War Memorial including weed control on paved areas.
 10. Daily cleaning of Church Street toilets and rodding to ensure no drainage problems.
 11. Daily opening and closing of toilets in Church Street and Memorial Garden, cemetery gates on a Saturday, on an agreed rota basis.
 12. Mole control undertaken with safety in mind at the Cemetery here appropriate.
 13. To undertake handypersons duties as directed by the Town Clerk as outlined below
 - Painting and Decorating as required e.g toilet, Spouts Hill Container, cemetery building, Nelson House.
 - Joinery repair
 - Plumbing unblocking sinks, traps and waste pipes.
 - Remedial action after break ins or damage
 - General repairs to buildings such as bus shelter
 14. Basic tree work.
 15. Checking streetlights.
 16. Adjusting clock on millennium shelter.
 17. Refilling hand sanitiser stations around the town.

Competency	Essential	Desirable
Education, Professional qualifications and training	Experience of general maintenance Willing to attend training courses i.e. chain saw training, weed killing (if applicable)	Relevant qualifications i.e. chain saw/weed killing or willingness to attend training courses.
Abilities: Practical and Intellectual skills	Ability to work effectively on your own or in a team Ability to be polite and diplomatic while working in town and near members of public. Ability to communicate with Town Clerk Excellent organisational skills	
Circumstances	Flexibility Able to work limited time at some weekends Current driving licence	