



JOB DESCRIPTION

Maintenance Assistant

Overall Responsibilities

To undertake a range of grounds maintenance tasks throughout the Parish of Cleobury Mortimer under the supervision of our Maintenance Supervisor to ensure that a safe, clean and tidy environment is provided for the community.

Person Specification

1. Good general standard of education and ability to complete risk assessments and other documents.
2. Knowledge and experience of groundwork, general maintenance and working in an outdoor environment.
3. Personal skills to be able to relate to, and communicate with staff, councillors, members of the public and external agencies.
4. Be self-motivated and flexible to adapt to work requirements whilst working to a maintenance schedule.
5. Demonstrate creative thinking and good problem-solving skills when faced with challenging situations.

Specific responsibilities

1. Empty bins and undertake litter picking by hand in parks and amenity areas throughout the town. This is done on alternate days ie Monday, Wednesday and Friday.
2. Assist with grounds maintenance duties including maintaining flower beds and street planters; leaf raking and sweeping paths; strimming verges, shrubbery and hedge cutting to specified standards using a range of pedestrian controlled plant and machinery, hand held equipment and hand tools.
3. Assist with general maintenance including cleaning and repairs to bus shelters, signs, notice boards and benches; painting street furniture ie metal bins, benches, railings.
4. Report and act upon any issues, undertake basic miscellaneous repairs as required and directed by the Maintenance Supervisor, using a wide range of tools and equipment in relation to carrying out these repairs.
5. Undertake other duties as directed by the Maintenance Supervisor, including winter gritting and snow clearance of paths, assisting with planning maintenance, major projects and improvements.
6. Assist with setting up and attending Council events ie Christmas lights, Festival etc.
7. Carry out risk assessments and ensure Health and Safety requirements complied with for themselves and other persons including the general public. Protective equipment and workwear must be worn as required.
8. Ensure the safety and security of Town Council property and land, equipment etc.
9. Deputise for the Maintenance Supervisor and Janitor as required ie to cover holiday leave.
10. Undertake any training courses including Health and Safety, First Aid etc as required.
11. Proactively work with the Town Clerk and Members to drive a culture of continuous improvement to ensure that services and facilities provide the community with value for money and are delivered in a cost effective and efficient manner.
12. Present a positive image of the Town Council by promoting its activities and achievements and ensure it maintains high standards through openness and accountability.