
JOB DESCRIPTION

Maintenance Assistant

Overall Responsibilities

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

Person Specification

1. Good general standard of education.
2. Knowledge of Health & Safety legislation.
3. An ability to complete risk assessments, method statements and reports.
4. Knowledge and experience of groundwork, general maintenance and working in an outdoor environment.
5. Personal skills to be able to: be a team player; communicate with staff, councillors, members of the public and external agencies.
6. Be self-motivated and flexible to adapt to work requirements whilst working to a maintenance schedule.
7. Demonstrate creative thinking and good problem-solving skills when faced with challenging situations..

Specific responsibilities

1. Empty bins and undertake litter picking in parks and amenity areas throughout the town. This is done on alternate days i.e. Monday, Wednesday and Friday. All equipment will be provided.
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, handheld equipment and hand tools.
3. Assist with general maintenance including cleaning and repairs to bus shelters, signs, notice boards and benches, painting street furniture i.e. metal bins, benches, railings, as per the maintenance schedule.
4. Report and act upon any issues, undertake basic miscellaneous repairs as required and directed by the Town Clerk and the Deputy Town Clerk, using a wide range of tools and equipment in relation to carrying out these repairs.
5. Undertake other duties as directed by the Town Clerk and the Deputy Town Clerk, including winter gritting and snow clearance of paths, assisting with planning maintenance, major projects/improvements and any other tasks that may be required.
6. Assist with setting up and attending Council events i.e. Christmas lights, Annual Festival etc.
7. Carry out risk assessments, method statements and ensure Health and Safety requirements are fully complied with for themselves and other persons including the general public. Escalate any deficiencies to the Town Clerk and/or the Deputy Town Clerk, so action can be taken as soon as practicable. Protective equipment, suitable for the job being undertaken and 'Hi Visibility' jackets must be worn at all times.
8. Ensure the safety and security of Town Council property and land, equipment etc.
9. Attend and participate at weekly team meetings (minuted). Provide regular feedback to the Town Clerk and the Deputy Town Clerk regarding work tasks, as required, between meetings.
10. Attend annual appraisals with the Line Manager: Deputy Town Clerk and/or the Town Clerk.



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11. Provide cover for the existing Maintenance Assistant and Janitor as required i.e. to cover holiday leave.
 12. Undertake mandatory training courses, to include Health and Safety, First Aid, Manual Handling etc as required.
 13. Proactively work with the Town Clerk, Deputy Town Clerk and Members of Cleobury Mortimer Town Council 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. Ideas and gaps in service provision noted, are to be encouraged to be shared with the Town Clerk and the Deputy Town Clerk.
 14. Present a positive image of the Town Council by promoting its activities and achievements and ensure it maintains high standards through openness and accountability.