

BIRCHWOOD TOWN COUNCIL

JOB TITLE:	Community Maintenance Team Operative
HOURS OF WORK:	37 hours per week
AREA OF WORK:	Birchwood
WORK BASE:	Parkers Farm Community Centre, Delenty Drive, Birchwood

JOB DESCRIPTION

The postholder will be required to work within the Birchwood area and carry out various cleansing, maintenance and landscaping operations.

MAIN PURPOSE OF JOB:

To work under the direct supervision of Birchwood Town Council's Senior Maintenance Operative and the Council's Clerk and to undertake the following range of tasks in a safe, efficient and effective manner:

- (a) undertake a mixture of regular maintenance work e.g. litter picking, removing fly tipping or other bulky items, removal of dog waste, emptying litter bins, some occasional gardening, painting, hedge/tree trimming, strimming and grass cutting (after relevant training), operating mechanical blowers to cleanse paths, manual footpath sweeping and clearance of bus shelters, cleaning and painting of Council property; and
- (b) within the community to ensure that the local environment is kept visually attractive, safe and clean e.g. reporting abandoned shopping trolleys, collection of **authorised** bulky household waste, reporting faulty footpath lamps, obscured lights and cleaning offensive graffiti, planting bulbs, watering hanging baskets, building maintenance and decoration of our Community Centre/office, re-lay flagging, dog foul cleaning, cleaning local play areas, footpaths and roadside verges and undertake winter gritting of local footpaths and side roads, cutting back overgrown hedges where they are causing an obstruction e.g. at road junctions.

In addition the postholder will be required to deliver the Town Council's periodic newsletter or other Town Council mail.

- (c) To ensure that the premises and vehicles are regularly cleaned and checked to ensure that they are safe, legal and properly maintained.
- (d) You may be required to drive and operate ride on mowing machinery/tow a trailer, after appropriate training.
- (e) Any other job functions which are considered reasonable.

SPECIFIC RESPONSIBILITIES:

- To receive regular schedules of work from the Senior Community Maintenance Operative and the Clerk's Office for the tasks to be undertaken in the area.
- To report any matters of concern which should be brought to the attention of the Senior Maintenance Operative or Clerk to the Council such as damage, graffiti, litter hotspots, areas which are overgrown or faulty street lights which may need to be repaired either by a member of the Maintenance Team or by an outside contractor.

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- To always undertake work in a safe and tidy manner, including the use of appropriate signage or cones and wearing the correct personal protective equipment etc. when work is in progress, including the safe use of any Council equipment or materials supplied to you (must adhere to health and safety guidelines).
- To occasionally assist other Town Council Contractors to undertake work in the area.
- To be responsible for the general maintenance of the Parkers Farm Community Centre, painting/decorating etc. and also for the maintenance of the garden and immediate car park area and area surrounding Birchwood Youth and Community Centre.
- To assist in the cleaning and tidying of the Borough Council's children's play areas.
- To undertake other work as directed by the Senior Community Maintenance Operative or the Clerk which can be reasonably assumed to be within the basic purpose of this job and the competence of the Maintenance Officer.

TECHNICAL SKILLS AND APTITUDE REQUIRED FROM APPLICANTS FOR THE POST OF MAINTENANCE OFFICER

1. To have an aptitude and willingness to undertake a range of tasks within the community, including litterpicking, removal of flytipping and dog foul.
2. To enjoy undertaking outdoor work in all weathers throughout the whole calendar year.
3. To be able to undertake maintenance tasks at indoor and outdoor locations.
4. Some heavy lifting will be required as part of the role.
5. To hold a full, clean manual driving licence.
6. To be able and qualified to drive Council vehicles (manual and electric), including towing trailers/ ride on mower if required.
7. To be able to use mechanical grass/hedge maintenance equipment i.e. strimmers, hedgecutters, blowers.
8. To be willing to undergo appropriate training for any specialist equipment or training relevant to the role of the operative, including health and safety.
9. The Town Council will provide relevant uniform and personal protective equipment, however, the operative is required to keep this clean, tidy and fit for purpose.
10. Employees are required to observe health and safety requirements at all times and report any concerns to their Supervisor at the earliest opportunity.
11. To be respectful to work colleagues, Councillors and members of the public.
12. To be able to remain calm in difficult situations.
13. Applicants should be able to work on their own or as part of a team.
14. To be self-motivated, proactive and able to work on their own initiative.
15. To have a flexible approach to work and be prepared to adapt to change.