

TILEHURST PARISH COUNCIL

# JOB DESCRIPTION

## **TITLE**

Assistant Maintenance Officer

## **JOB PURPOSE**

As a visible representative of the Parish Council, the Assistant Maintenance Officer will assist in the maintenance of the Parish buildings, play equipment and public open spaces, whilst also being the "eyes and ears" of the Parish, interacting professionally with members of the public.

## **LOCATION**

The postholder is required to work at various locations within the Parish.

## **DUTIES WILL INCLUDE:**

- To maintain and carry out general repairs to Parish Council owned buildings and facilities.
- To carry out caretaking duties, inclusive of cleaning at Parish Council owned buildings.
- To assist with inspections of Council property and equipment including shelters, seats and notice boards.
- To assist with inspections of play areas and equipment.
- To assist with site inspections, emptying waste bins, litter picking and removal of fly-tipped rubbish using the Council's vehicle. (A full UK driving licence will be required).
- Using initiative, will identify and report maintenance or other issues of interest, e.g. vandalism, to the Senior Maintenance Officer or Parish Clerk.
- To liaise with outside contractors as directed by the Senior Maintenance Officer or Parish Clerk.
- To open the Parish owned buildings for private and block bookings, including occasional evenings.
- To assist in the maintenance of the Parish Councils football pitches and changing rooms, inclusive of marking out the pitches and inspection of the equipment.
- To undertake other duties, appropriate to the position, as instructed by the Senior Maintenance Officer or Parish Clerk.
- To be on call in the event of an emergency on a rota basis. Overtime or time off in lieu will apply in these instances.

## **THE SUCCESSFUL CANDIDATE WILL HAVE THE FOLLOWING ATTRIBUTES:**

- A flexible approach to day-to-day duties.
- Experience of general maintenance work.

## **CONTRACT**

The role is for 37 hours per week, which will include up to 5 hours at the weekend – with one day off during the week. Flexibility will be required as there will be the necessity to cover for the Maintenance Officer during holidays etc. This will be a permanent contract, based upon the National Joint Council for Local Authority Services Terms and Conditions. Qualifying staff will have the opportunity to join a contributory work place pension scheme.

## **SCALE**

SCP SP 18 – 22 (£18,870 - £21,074) depending on experience.

This is an interesting and varied role and a great opportunity to be involved in the local community.

Closing date for applications: **Friday 3 August 2018**

Application forms available from [www.tilehurstpc.co.uk](http://www.tilehurstpc.co.uk) or

The Clerk, Tilehurst Parish Council, Parish Office, High View, Calcot, RG31 4XD

[clerk@tilehurstpc.co.uk](mailto:clerk@tilehurstpc.co.uk) or 0118 9418833

**PERSON SPECIFICATION**

<b>Assistant Maintenance Officer</b>		
	<b>Essential</b>	<b>Preferred</b>
<b>1. Work Experience and Knowledge</b>	Experience of general maintenance work	Experience in a similar role
<b>2. Skills and Abilities</b>	Good communication skills Ability to identify work priorities and manage own workload Ability to work cooperatively as part of a team Ability to complete work to deadlines	Ability to problem solve Ability to turn your hand to general DIY tasks
<b>3. Other</b>	Willingness to undertake training for specific work responsibilities Good self-motivation Full UK driving licence	