

Community Maintenance Officer

Reports to	The Town Clerks Office
Hours of work	5 hours contracted per week Extra hours for specific projects through Negotiation.
Administrative Address of Employer	The Town Clerks Office, Whitworth Centre, Station Road, Darley Dale.

Purpose of role

The purpose of the role is to maintain and improve the services and amenities provided by Darley Dale Town Council (DDTC). The role will be mainly outdoors, conducting inspections, maintaining public areas and council owned sites and arranging or undertaking maintenance and improvement of key council assets as they arise.

Work characteristics

It is a requirement of this post to be able to systematically work through a list of required jobs and be able to organise the workload. The post holder must have experience of working in a physically demanding role utilising a wide range of practical skills. The role also requires flexibility and the willingness to undertake a range of tasks as required. Training will be given to enable the role to be carried out safely where specific skills are necessary such as use of power tools, driving the mower and hold a certificate in the use of a chainsaw as well as spraying. It is important that the Officer is fully aware of all relevant Health and Safety requirements.

The role will include but is not be limited to:

Routine activities

- Produce and manage a schedule of general maintenance covering all Council services and public areas not covered by third-party contracts. This will include grass and hedge cutting, removal of rubbish and litter and repair of any broken or damaged equipment, seating, signs or boundaries.
- Conduct regular Health and Safety and general maintenance inspections on all Town Council sites and amenities.
- Produce a full risk assessment and a plan that manages and addresses any issues identified quickly and efficiently, which is agreed by the Council prior to work commencing.
- Clear away rubbish and tidy neglected allotments and overgrown communal areas and paths at the Council's allotment sites in the Darley Dale.
- Place DDTC notices around the Town or on specific sites as instructed by the Clerks' Office.

- Respond quickly and efficiently to urgent requests and concerns raised by residents and Councillors, assessing the situation and identifying the best solution as soon as is practical. This will be managed and prioritised in conjunction with the Clerks' Office
- Tidy, clean and maintain bus shelters.
- Liaise with Clerks' Office, other Councils and third parties, as required to ensure assets are maintained.
- Maintain the Council's grit and salt bins and ensure they are always stocked and usable.
- Monitoring installation, watering, general maintenance of the Christmas Tree.
- Installing and taking down Remembrance Day poppies
- Warden for key events including Remembrance Day activities
- Build up and maintain any supplies, machinery and equipment needed for the role with approval from the Clerks' Office.
- To assist with the emergency duties of flood warden requiring the need to work outside of normal hours to assist with issuing and using sandbags
- To assist with the duties of snow warden and assist with gritting
- Any other practical and reasonable jobs or tasks as required.
- Work closely with the Footpath Warden and the Town Clerk's office providing advice, cover and practical support as necessary.

Essential for the post

- Own transport with space for basic tools. The Council must be provided with details of all relevant insurance covering business use and also the transportation of tools and equipment. The Council will also need to keep a record of the vehicle's MOT and tax details.
- *Full driving licence and appropriate business insurance
- Ability to learn new skills and undertake relevant training
- Proven record of working in a similar environment.
- Basic Literacy, Numeracy and IT skills
- Ability to self-manage a potentially complicated timetable of work
- An understanding of HSE legislation
- Good groundwork skills and experience.
- A good working knowledge of the best materials and techniques to use in any given situation
- Be comfortable and professional in dealing with the public
- Be able to contact suppliers and obtain quotations for materials
- Flexibility in responding quickly to emergency situations, eg where there is an issue of public safety such as fallen tree or dangerous fencing following a storm or vandalism, occasionally at unsociable hours.
- Flexibility in approaching new or different challenges as they arise.
- Accept full DBS criminal records search
- Ability to take on further hours if required
- Undertake training in working safely and be willing to follow guidance given on this and to work as safely as possible and maintain a safe working environment within public areas.
- An understanding of Risk Assessments, Safe Working Practices and Safe Systems of Work.

- An understanding of good Manual Handling Techniques, working at heights and lone working.
- An understanding in the use of Power Tools including chainsaws, lawn mowers and ride on mowers.
- Willingness and ability to accept training as required to meet requirements of risk assessments

Any endorsable offences on the Driving Licence must be disclosed to the Clerk immediately

Desirable for the post

- Experience of Health and Safety procedures at a practical level, including manual handling
- Approved training in the use of power tools, (though training will be given if this has not been completed)
- Knowledge of local area including suppliers and key contacts
- Specific work qualifications, eg use of chainsaw, brushcutter etc
- Neboosh or IOSH qualified or willing to undertake suitable HSE training.

Work Schedule

There are 5 contracted hours per week, but it is anticipated that there will be additional hours available at specific times of the year or when Town Council projects are being undertaken.

The exact hours worked are negotiable.

There is a system for logging in and out of work electronically which enables the Clerks' Office to provide lone worker support, which is particularly important when using power tools.

Probationary Period

The post will have an initial probationary period in accordance with standard local government conditions of service.

There is a probationary period of six months.

Rate of pay

Currently £10.04 per hour.

How to Apply

Please fill in the application form. CV's will not be accepted instead of the application form, but will be read in support of the application form.

Closing date 20th January 2020

Please send applications back to.....

