



JOB DESCRIPTION

JOB TITLE:	Maintenance Operative
PLACE OF WORK:	Town Council Offices and sites
SPINE POINT:	SCP (7 – 10) (£25,584 - £26,835 per annum)
HOURS OF WORK:	Full time - 37 hours a week Summer (1 st April to 30 th Sept.) 8.00 am – 4.30 pm Monday to Thursday 8.00 am – 3.30 pm Friday Winter (1 st Oct. to 31 st March) 8.00 am – 3.30 pm Monday to Friday
ALLOWANCES:	Casual car user allowance
REPORTS TO:	Works Manager

A Main Purpose of the Job

To keep in good and safe order all Council owned or managed sites in a professional manner and to a high standard as identified and directed by the Operations & Facilities Manager and the Works Manager.

To undertake the same for any other council owned or managed sites as may be required and directed by the Operations & Facilities Manager and the Works Manager.

B Summary of Responsibilities and Duties of the Job

1. Carry out as directed maintenance and repair works to Council owned property, recreational sites and public open spaces.
2. Liaise with officers from other branches of the Council as required with regard to maintenance projects and other works.
3. Communicate any Health & Safety observations regarded as a priority to the Works Manager or Operations & Facilities Manager for immediate action.
4. Observe, note and report any non-safety issues to the Works Manager (or Operations & Facilities Manager) for action as required.
5. Inform the Works Manager or Operations & Facilities Manager immediately of any change to your allocated tasks for the day.

6. Carry out day-to-day duties in a professional manner as befitting an employee of Hailsham Town Council, and to complete said tasks to the highest possible standard.
7. Ensure that all tools and equipment are inspected regularly and details recorded and that all safety equipment is available and fitted where necessary to comply with PUWER and H&S regulations.
8. Work as a team providing 24 hour emergency cover on a rota basis.
9. Undertake annual and routine tasks as part of normal routine without direction.
10. Ensure lines of communication are maintained at all times to improve the effectiveness of the Ground Maintenance Teams' responsive ability.
11. Ensure that all policies of Hailsham Town Council are adhered to including health and safety policies and safe working practices.
12. Ensure that any vehicle allocated to you is checked at the start and finish of each shift, any defaults reported accordingly and mileage log kept up to date.
13. To carry out duties related to the setting up of the Hailsham Street Market (during Saturdays) as and when required.
14. Assist in any area of responsibility of the Town Council on the instruction of the Town Clerk (or Operations & Facilities Manager).

Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Town Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with the post.

The Town Council has the right to vary the duties after consultation.

C Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Working within the areas of responsibility of Hailsham Town Council.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

The Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

MAINTENANCE OPERATIVE

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	5 GCSE's grade C or above (including English and Maths) or equivalent NVQ or relevant experience. Commitment to further professional development where required.	
Communication Skills	Effective oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies. Ability to communicate information to a wide range of audiences.	
Knowledge and Experience	Knowledge of the ground and general maintenance environment and be compliant with the relevant tools and products used in carrying out their duties.	
Skills	Personal organisational skills / self-motivation. Ability to work unsupervised, and as part of a team. Ability to work to schedule. Flexible approach to work.	
Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	
Other	Prepared to work out of office hours when necessary. Have an enthusiastic and positive attitude towards their work and the promotion of Hailsham. Ability to operate with complete impartiality in a political environment. Current Full driving licence.	