Logo, company name

Description automatically generated

Calstock Parish Council, Tamar Valley Centre, Drakewalls, PL18 9FE

[clerk@calstockparishcouncil.gov.uk](mailto:clerk@calstockparishcouncil.gov.uk) 01822 748847

GENERAL MAINTENANCE WORKER

Job Description

**Job Title**: General Maintenance Worker

**Grade**: Local Government Scale SCP 7 - 11 (starting at £11.63 per hour)

**Terms**: Terms and Conditions of employment are in accordance with those recommended by the National Joint Council for Local Authority Service

**Hours**: This is a part time position, initially for 8 hours a week although more may be required in time – there will need to be some flexibility with hours worked to meet the needs of the Parish Council

**Responsible to**: the Clerk of the Council

The main purpose of the job is to assist with the general maintenance and repair of buildings and open spaces which are owned or managed by the Parish Council

**Main duties and responsibilities:**

Cemeteries

To help with the overall maintenance of the cemeteries in line with the Parish Council’s regulations (which currently include the ban of artificial flowers and other items which contain plastic).

Grass cutting – seasonal grass cutting and strimming of the cemetery, care should be taken on and around graves.

Keep paths clear of weeds and graves and walls tidy.

Raise sunken graves by backfilling with soil.

To help with the upkeep and maintenance of all War Graves and the War Memorial.

Prune shrubs and overhanding tree branches.

Maintain flower beds.

Remove all old wreaths, recycling materials where possible and placing in appropriate refuse bins.

Carry out minor repairs and painting to all railings, fences, gates, buildings and seats within the cemeteries.

Dispose of refuse as appropriate.

Carry out minor repairs to cemetery chapel.

**Recreation Fields**

To help with the overall maintenance of the recreation fields to undertake regular inspections as directed.

Grass cutting (seasonal cutting of the fields and football pitches).

Maintain children’s play equipment carrying out minor repairs and painting or cleaning as required.

Maintain fences, gates and seats – replacing as necessary.

Ensure litter is collected and bins emptied as required.

**Bus shelters**

Inspect regularly.

Clean and maintain as appropriate.

**Outdoor spaces**

Cut grass as required.

Collect litter.

Maintain/repair/install new seats, paths and fences as appropriate.

**Footpaths (Public Rights of Way)**

Seasonal grass cutting and strimming to keep paths clear and easily accessible.

Carry out minor repairs to keep paths accessible.

Report problems that obstruct the paths.

**Buildings and Stores**

Carry out minor maintenance and repairs.

Keep stores organised and orderly.

**General**

To work at all times within the code of requirements of the Health and Safety at Work Act.

Carry out inspections of defibrillators, life saving equipment and check the car park machine is working.

To be prepared to undertake training in line with the Health and Safety at Work Act and any other training the council considers would be beneficial.

To be prepared to perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

There will be periods when you are expected to work on your own and you must adhere to the Council’s policies and procedures where appropriate.

You should be able to work on your own initiative, be adaptable to meet priorities on the day and be able to deal with members of the public in a courteous manner as your work may bring you into contact with them. You should be sympathetic to the Council’s wish to make a positive difference to the environment and community-led projects.

**GENERAL MAINTENANCE WORKER**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications and training | To hold or be prepared to work towards certificates in using a chain saw, brush cutter, health and safety at work, first aid |  |
| Experience | Practical skills which can be applied to the requirements identified in the job description | Knowledge of the local area  Knowledge of the public sector and how council’s operate  Understanding of environmental and conservation work |
| Skills | Basic literacy skills  Basic IT skills (to use email and/or text messages)  Good communication skills  Time management and ability to prioritise  Organisational skills |  |
| Aptitude and Personal Attributes | Ability to work flexible hours  Willingness to undertake training  Ability to adapt to the work needs on the day and re-prioritise tasks  Ability to work collaboratively with community-led projects and councillors |  |