



Calstock Parish Council

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GENERAL MAINTENANCE WORKER

Job Description

Job Title: General Maintenance Worker

Grade: Local Government Scale SCP 7-12

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

Hours: 30 hours a week

Responsible to: the Outside Services Leader

The main purpose of the job is to assist with the general maintenance and repair of buildings, community assets and open spaces which are owned or managed by the Parish Council ensuring they are safe, tidy and well-presented. This includes cemeteries, recreation fields, outdoor spaces, allotments, footpaths, car parks, toilets, bus shelters and stores.

Key responsibilities:

Cemeteries

1. Cemeteries

Maintain cemeteries in line with Council regulations, including:

- Seasonal grass cutting and strimming, taking care around graves.
- Keeping paths, walls and graves tidy; raising sunken graves.
- Maintaining war graves, the war memorial, flower beds, shrubs and other commemorative areas.
- Removing wreaths and disposing of waste appropriately.

Carrying out minor repairs to railings, fences, gates, buildings and the chapel.

2. Recreation Fields and Play Areas

- Inspect recreation fields and play equipment.

- Cut grass on fields and football pitches.
- Support the maintenance and repair of play equipment, fences, gates and seating.
- Collect litter and empty bins.
- Report hazards.

3. Outdoor spaces

- Grass cutting, litter collection and general upkeep.
- Maintain, repair or install seats, paths and fences.
- Clear ditches and gulleys on Parish Council land and footpaths.

4. Allotments

- Strim and maintain paths and car park areas.
- Support new allotment holders with reasonable requests.
- Inspect plots and report issues.

5. Footpaths (Public Rights of Way)

- Seasonal grass cutting and strimming to keep paths accessible.
- Carry out minor repairs and report obstructions.

6. Car Parks and toilets

- Clear vegetation and litter, report issues.

7. Buildings and Stores, stores and bus shelters

- Carry out minor repairs to Council buildings.
- Keep stores organised.
- Inspect, clean and maintain bus shelters.

8. Salt bins

- Audit salt bins in early autumn and report requirements.
- Fill bins before cold weather.

9. General Duties across all Sites

- Work in accordance with the Health and Safety at Work Act.
- Inspect sites and key apparatus.
- Maintain street furniture such as noticeboards and benches.
- Undertake training as required.
- Perform other reasonable duties consistent with the role.

Working Style and Expectations

- Able to work independently and follow Council policies.
- Adaptable to changing priorities and able to manage time effectively.
- Courteous when dealing with the public.
- Supportive of community-led projects and environmental improvements.

GENERAL MAINTENANCE OFFICER

PERSON SPECIFICATION

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