



## Job Description

<b>Job Title:</b>	Maintenance Team Member
<b>Accountable To:</b>	The Council through the Town Clerk and Estates Manager
<b>Full Time:</b>	Full-time 37 hours per week, additional weekend working on a rota basis, as required. Seasonal working hours are as follows: 1st April – 31 <sup>st</sup> October – 42.5hrs per week 0800-17:00hrs (1/2hr unpaid lunch each day) 30 weeks 1st November – 31 <sup>st</sup> March – 30hrs per weeks 08:00-14:30hrs (1/2hr unpaid lunch each day) 22 weeks

### Overall Responsibilities

- The maintenance of the Memorial Garden and Burial Facility to the required standard.
- The cutting of grass verges and some open areas to a standard set by the Council.
- The repair and maintenance of the various buildings under the ownership or direct control of the Town Council.
- Litter Collection in the parks and open spaces under the ownership or direct control of the Town Council.
- The repair and maintenance of council owned equipment.
- Cleaning and maintenance of areas that fall under the ownership or direct control of the Town Council.

**The job will be subject to development and additional responsibilities.**

### Specific Responsibilities

#### **The maintenance of the Memorial Garden and Burial Facility to a high standard.**

1. Maintenance of the shrubs and plants
2. Weeding the flower beds
3. Pruning and trimming plants as necessary to keep the area up to the required standard.
4. During dry periods watering the areas required in order to maintain the plants
5. Light maintenance tasks eg: replacement of chicken wire along fencing.
6. To be responsible for opening and closing the gates as per agreed seasonal times
7. To be aware of the sensitive nature of working in such an environment and to assist members of the public as necessary.

#### **The cutting of grass verges and some open areas (include hedges and trees) to a standard set by the Council**

1. To check and collect any litter before grass cutting



2. To cut the area of grass adjacent to the Fire Station, New Road, Princes Risborough.
3. To cut the area of grass opposite the public conveniences in Horns Lane, Princes Risborough.
4. The area of grass known as 'Duke Street Gardens' at the junction of New Road, Aylesbury Road and Duke Street, Princes Risborough.
5. That area of grass alongside the Aylesbury Road that runs the length of King George V recreation Ground.
6. The area of grass at the Junction of The Avenue and Aylesbury Road, Princes Risborough.
7. The area of grass known as 'The Nags Head Lay-by', adjacent to the Aylesbury Road, Monks Risborough.
8. The area of grass known as 'The Askett Pound' on the junction of Letter Box Lane and the road known as Askett, in Askett
9. The area of grass around Monks Risborough War Memorial
10. To carry out weed control in certain areas, as discussed with the Clerk as and when required

**The repair and maintenance of the various buildings and street furniture under the ownership or direct control of the Town Council.**

1. Removal of graffiti and repair of vandalised property
2. To assist in the general repair and maintenance of the various buildings under the ownership of the Town Council
3. To litter pick the market house
4. To install any new furniture as and when required
5. To report on the condition of bus shelters, benches, noticeboards, flower baskets, seats etc
6. To carryout necessary work/painting/repair to bus shelters, benches, notice boards, flower baskets and seats
7. To sweep out the bus shelters as and when required

**Litter Collection in the parks and open spaces under the ownership or direct control of the Town Council.**

1. To litter pick the following parks daily.  
Wades Park, Junior Play Area, Wades Park, King George V Recreation ground, St. Dunstan's Recreation ground, The Crescent Recreation Ground.
2. To litter pick at The Earle Mitchell Recreation Ground three times per week.
3. To clean weekly, the stream in St Dunstan's and Wades Park, free of all debris
4. To dispose of waste in accordance with Health & Safety regulations.

**The repair and maintenance of council owned equipment.**

1. To be responsible for maintaining a clean and tidy work shop
2. To keep and maintain in good and clean condition all plant, tools and equipment belonging to the Council, together with all fixtures and the furniture provided in the workshop
3. To take responsibility for the security of the vehicle and to keep it in a clean, safe working order and to notify the Clerk as necessary with regards to any damage.



### **Other**

1. To attend training courses or seminars as required by the Council.
2. To complete such paperwork, Risk Assessments, timesheets, etc. as may reasonably be required by the Council
3. To assist with the setting up of Town Council events when required.
4. Duties to be carried out with due consideration for the health and safety of one's self, the environment, other workers, members of the public and users of the facilities.
5. As a representative of the Council, the post holder will be expected to be responsible in behaviour, appearance, manner and bearing and to act in a polite and helpful manner with all aspects of work connected with the public, wearing the uniform provided and should pass on any relevant reports made from the public
6. In addition to the above duties and responsibilities, the post holder must be prepared to undertake such duties as may be required by the Town Council Office, which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

**Responsible to and report to the Estates Manager, who is the line manager.**

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 Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by this post.

**END**