

MAINTENANCE PERSON – Job Description

Reports To

The Maintenance Person will report to the Clerk to the Parish Council.

Job Overview

Hilton Parish Council would like to invite candidates for the role of Maintenance Person to the Parish of Hilton. The role will be predominately outdoors, conducting inspections, litter picking and basic maintenance tasks under the direction and management of the Council through the Clerk to the Council.

Responsibilities and Duties

The Maintenance Person's tasks include but are not limited to:

Playground

- Regular inspection and maintenance of all areas, including play equipment and fencing.
- Carry out minor improvements when required
- Mowing and trimming of grass inside the playground and around the picnic benches outside the playground
- Report any defects to the Clerk in a timely manner

Litter

- Keep the village litter free and tidy

Benches

- Cut the vegetation around the benches on the Green and elsewhere as detailed
- Maintain the benches, clean and oil when necessary
- Report any defects to the Clerk in a timely manner

Bridges

- Maintain the bridges
- Cut the vegetation around the bridges on the Green
- Report any defects to the Clerk in a timely manner

Ponds

- Ensure that the exit grids on the ponds are clear of weeds and debris

Council Property

- To improve, clean, maintain and repair other property of the Parish Council, i.e. bus shelters, noticeboards around the village, fencing.
- When necessary, paint the inside of the bus shelter
- Ensure that the Pavilion is clean and maintained externally
- Report any defects to the Clerk in a timely manner

Other Duties

- Report any damage to or unauthorised removal of Council property to the Clerk
- To be available at short notice to carry out emergency repairs or make safe damaged property when required
- Such other additional duties commensurate with the nature of the role which may be assigned as necessary
- Give assistance when need to the maintenance contractor, with one off projects at the request of the Clerk

Qualifications

- The Maintenance Person will be reliable and punctual and will be a key holder for the Pavilion and Wilderness access and have responsibilities for site access and security.
- The Maintenance Person will be able to work on their own initiative, be able to carry out manual duties, be good at DIY and minor repairs, be able to operate machinery and use equipment.
- A flexible approach would be required as the Maintenance Person would be required to respond to (occasional) call outs to the premises in an emergency.
- Good interpersonal skills are sought, as the Maintenance Person will represent the Parish Council when carrying out their duties.

Remuneration

- The job status is that of an employee of the Parish Council and a part time basis.
- The position is for 3 hours per week but there would be a need for flexibility regarding the hours depending on the tasks required at the time.
- The remuneration package will be in line with national employment regulations at SCP 2 (currently £10.62).

Hilton Parish Council is an equal opportunities employer and comply with Health & Safety and Quality standards.