

BRACKLEY TOWN COUNCIL**JOB DESCRIPTION**

Job Title:	Buildings Maintenance & Groundworks Assistant
Location:	Brackley
Salary:	NJC points 18-21 (£18,070 – £20,138)
Hours	37 Hours per week (seasonally variable)
Responsible to:	Grounds Maintenance Supervisor

JOB PURPOSE

Under the general direction of the Grounds Maintenance Supervisor to carry out works on all buildings and areas for which the Town Council is responsible.

Key Responsibilities

- Carry out building maintenance, street furniture inspections & maintenance and other works against agreed targets and priorities.
- Carry out grounds maintenance, planting, tree work and playground Inspections.
- Maintain safety standards with due regard to public safety, by monitoring and managing health and safety and risk assessments as required for the Council
- Carry out seasonal planting to deliver quality floral displays throughout the year

Grounds Maintenance

- Carry out regular and programmed repair, maintenance, refurbishment and inspections of all of the Council's facilities, including property, street furniture noticeboards etc.
- Carry out regular and programmed repair, grounds maintenance and inspections of all of the Council's outdoor facilities, including public open spaces, outdoor play equipment and other public areas, etc.
- Carry out frequent scheduled and ad-hoc health and safety inspections of play areas, play equipment etc.
- Maintain documentation for Play equipment inspections
- Carry out programme for improvements and regular maintenance of open spaces.
- Carry out maintenance of hedges and trees in conjunction with arboricultural contractors.
- Carry out litter picking of parks and open spaces as required
- Work on other related tasks and special projects, which may from time to time be necessary, as instructed by the Town Clerk or the Grounds Maintenance Supervisor

Halse Road Cemetery

- Ensure that standards are maintained in all areas
- Maintenance including removal of excess soils and reseeded after burials, removal of dead flowers and spraying between headstones
- Be particularly mindful of the sensitivities of visitors

Depot/Units

- Undertake daily safety checks and routine maintenance tasks on the Council's property, vehicles, plant and equipment

Old Fire Station

- Undertake maintenance, decoration and repairs to the fabric of the building and its environs, as required.

Civic Events

- The Town Council holds Civic Functions each year; these include Mayor Making, Remembrance Day, Carol Singing etc.
- To assist the Council in the operation of these events, as required, by providing/moving equipment, barriers etc. and assisting with road closures

Carry out other related tasks as may from time to time be necessary, as instructed by the Town Clerk or Grounds Maintenance Supervisor.

PERSONAL REQUIREMENTS

- Previous working experience of building maintenance (painting & decorating, carpentry, fencing etc.)
- Good working knowledge, experience and ability to undertake all grounds maintenance tasks relating to the post.
- Good communication skills.
- Ability to work in a team, also to work alone with the minimum of supervision.
- A flexible attitude.
- Be familiar with appropriate Health and Safety legislation.
- To be capable of withstanding the physical demands of the job.
- To hold a current, clean driving licence and be capable of safely driving and operating all the Council's vehicles and items of plant and equipment.

Signed by the Town Clerk

Date:.....

Agreed and signed by the Postholder

Date:.....