

BRACKLEY TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Buildings Caretaker & Groundworks Assistant
Location:	Brackley
Salary:	NJC points 13-17 (£11.45-£12.39 per hour) dependent on experience
Pension:	In accordance with Workplace Pension Regulations
Hours	37 Hours per week (flexible) including evenings and weekends
Responsible to:	Operations Manager

JOB PURPOSE

Under the general direction of the Operations Manager and Team Leader the caretaker is required to open and close Brackley Town Council's venues for hirers as required both during the week, evenings and weekends. The caretaker will also liaise with regular hirers and the Venues Co-Ordinator as required.

To report any defects or maintenance work required and assist in the security of the buildings.

Key Responsibilities

Venues

- All duties and responsibilities will be carried out with strict regard to Health & Safety Regulations, the Town Council rules and regulations and policies in force.
- Setting up Brackley Town Council venues for bookings, meetings, etc. including heating requirements. To move furniture and other articles within the buildings as necessary to facilitate hirings, meetings or such purpose as the premises may be used.
- To leave the venues safe and locked up after events when necessary.
- To report any defects or maintenance work required and to assist in the maintenance and upkeep of the buildings (internally and externally).
- To maintain the buildings in a clean and presentable condition suitable for use by user groups and hirers. Where necessary, liaise with the cleaning contractors for extra cleans between bookings.
- To keep external areas of the buildings free of litter, leaves, weeds, snow, etc.
- To use and keep secure all cleaning materials and equipment in accordance with current health and safety practices.
- Attend in case of fire alarm activation.

- Checking and securing the premises subsequent to out of hours intruder alarm activation.
- Be the first point of contact in an emergency, responding to, and resetting of, the building alarm, liaising with the police and alarm company out of hours as needed.
- Meet contractors and open venues if necessary.
- Carry out building maintenance, street furniture inspections & maintenance and other works against agreed targets and priorities.

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 Operations Manager or Team Leader.

Depot/Units

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

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 if necessary, as instructed by the Operations Manager or Team Leader.

PERSONAL REQUIREMENTS

- Ability to liaise with members of the public.
- Previous working experience of building maintenance (painting & decorating, carpentry, fencing etc.)
- Good working knowledge, experience and ability to undertake 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 able to assert authority.
- 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 have a vehicle for use at work – mileage will be paid.

Signed by the Town Clerk

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Date:.....

Agreed and signed by the Postholder

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Date:.....