

## BAYSTON HILL PARISH COUNCIL – JOB DESCRIPTION

|   |                    |               |                             |
|---|--------------------|---------------|-----------------------------|
| <b>Job Title:</b>   | Parish Handyperson | <b>Hours:</b> | Part time 13 hours per week |
| <p><b>Salary: SCP 1 of the National Association of Local Councils (NALC) Pay Scale or Living Wage Foundation Hourly Rate if higher – employees are paid monthly into their bank account.</b></p>  |                    |               |                             |
| <p><b>MAIN PURPOSE OF JOB:</b> To undertake the general maintenance of all property controlled by Bayston Hill Parish Council and report directly to the Parish Clerk.</p> <p>Duties will include general repair work, painting; gardening (including strimming grass, cutting back hedges, weeding etc), litter picking, including dog fouling and cleaning facilities and toilets, ensuring soap, paper towels etc are available at the toilets. Erecting and taking down sports equipment, general grounds maintenance, grass cutting, pitch marking, planting trees, shrubs etc. To ensure all Health and Safety policies are adhered to by staff. To regularly maintain and check all Parish Council equipment.</p> <p>The duties detailed within this document are illustrative and you will be expected to undertake all reasonable additional duties when requested.</p>  |                    |               |                             |
| <p><b>MAIN DUTIES:</b></p> <ol style="list-style-type: none"> <li>1. To clean specified areas, including bus shelters, signs, street furniture and pavilion facilities, involving sweeping, emptying litter bins/dog bins, litter-picking all associated areas, cleansing and sanitising. Use of cleaning machinery may be required, such as high pressure washer.</li> <li>2. To undertake the removal of graffiti or offensive materials from all Parish Council assets and report to the Parish Clerk.</li> <li>3. Horticultural maintenance duties, such as grass cutting of the sports and recreational area and Community Woodland paths, hedge cutting around sports area, paths to Glebe field, Lythwood Lane, path alongside the allotments, Parris Pool pathways, planting, pruning, grass reseeding, shredding, strimming and maintenance as required.</li> <li>4. To mark out the pitches at the Lythwood sports area as required.</li> <li>5. Routine items of maintenance and repair of the structure, fittings and furniture of the pavilion and other areas of the village, such as touching up paintwork, replacement of light bulbs, remove blockages of pipes and drains, repairing walkways and fences and to report all other defects to the Parish Clerk.</li> <li>6. Keyholder's responsibilities, to ensure the safety and security of the Lythwood Pavilion area and its' contents, closing and locking up on departure. To unlock the Longmeadow play park on weekdays.</li> <li>7. Routine maintenance and repair of sports equipment such as goal posts.</li> <li>8. Routine maintenance and repair of the Astro Turf pitch, including a monthly brush of the Astro Turf surface.</li> <li>9. Routine maintenance and repair of the Longmeadow play park equipment, to include the public toilet block located within the play park.</li> <li>10. To conduct basic safety rounds of Parish Amenities as part of the litter picking route conducted three times per week, reporting any defects to the Parish Clerk as soon as is practicable.</li> <li>11. To deliver a high standard of customer care and direct any problems or queries to the Parish Clerk.</li> <li>12. To conduct routine maintenance and minor repairs to equipment used in pursuit of the above.</li> <li>13. Assisting with other duties as appropriate, as and when required.</li> </ol> |                    |               |                             |
| <p><b>SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:</b></p>  |                    |               |                             |

1. Experience of similar work
2. Basic understanding of cleansing and maintenance practices.
3. Ability to work effectively alone and as part of a team on all Parish Council assets as required by the Parish Clerk.
4. Ability to use cleaning machinery and horticultural equipment.
5. Good at time keeping and conscientious about work.
6. Good communication skills.
7. Customer care skills.
8. Able to use ride-on grass cutting machinery and associated equipment including hand-held and pedestrian equipment.
9. A good understanding of safe ways of working.

**THE PERSON:** The post holder needs to be flexible as the job involves working in different locations around the Parish and will have to deal with unexpected problems and events. The post holder will also need to be adaptable as tasks will vary and will include some lone working as well as team work.

**TRAINING:** Training will be provided as required to undertake handyman duties, all costs of training will be met by the Parish Council.

**PROBATIONARY PERIOD:** The appointment of any employee is subject to Disclosure and Barring Service (DBS) checks and a probationary period of 12 weeks from the date of the appointment and during the period the Council may terminate the appointment and this agreement by one week's notice in writing given by or within the authority of the Council.

**HOLIDAYS:** The employee is entitled to four weeks and two days (pro rata) paid leave per annum, plus bank holidays. The date of the holidays must be agreed with the Parish Clerk using the designated holiday request proforma. Leave must be taken in the year it is accrued.

**EXPENSES:** Mileage will be paid for the use of the employee's vehicle when required for Parish Council business at HMRC guidance rate. Vehicle insurance must show that the vehicle is insured for business use.

**AGREEMENT:** Agreement to the terms of this job description by the undersigned:

**Current Job Holder:** ..... **(Print name)**

**Signature:** ..... **Date:** .....

**Line Manager:** ..... **(Print name & post)**

**Signature:** ..... **Date:** .....