



## DEREHAM TOWN COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Lead Maintenance Person (outside).</b>
<b>DATE ISSUED</b>	<b>November 2023</b>
<b>JOB PURPOSE</b>	To take responsibility and ownership of a defined area of work and proactively ensure that these assets are safe and managed to a high standard in line with public expectations.
<b>RESPONSIBLE TO</b>	The Town Clerk (Deputy Town Clerk in the absence of the Town Clerk)
<b>LIAISON WITH</b>	Other Council staff, members of the public and outside contractors.
<b>MAIN RESPONSIBILITIES AND DUTIES.</b>	<p><b>Main Duties and responsibilities:</b></p> <p><b>Managing Play &amp; Open Spaces</b> To manage and take responsibility for ensuring play areas and open spaces are safe and maintained to a high standard. This will include checking and inspecting play equipment, trees, fencing, skate park and any other council property for any damage or vandalism. Systematically recording any issues identified along with prioritising and initiating repairs. Part of the role includes litter picking, removing any dog faeces or broken glass etc. The role requires a proactive approach to planning work and, with colleagues, ensuring essential work is covered during leave periods. Planting, managing and maintaining amenity areas, including bedding plants, street planting and garden areas.</p> <p><b>Along with the Lead Maintenance Person (indoors) you will assist with the following:</b></p> <p><b>Managing Memorial Hall</b> Ensure the Hall is managed effectively and prepared for functions. This includes correct floor layout, ensure emergency lights and general lights are serviced and working to the requires standard. Programme heating controls, ensure events comply with fire and licensing regulations. To manage and take responsibility for inspections, recording inspections along with prioritising and initiating and repairs and servicing.</p> <p>The post includes cleaning of the hall and setting the Hall up ready for events and requires occasional weekend cover and occasional evening cover. As part of a cascade group, be an out of hours key holder.</p>

	<p><b>Council Buildings and sites</b>  Manage, prioritise and coordinate, inspections carrying out general repairs and maintenance at various sites, this can include matters such as: remove graffiti, remove fly posting, maintaining machinery and hand tools, assist with grounds maintenance including watering of plants</p> <p><b>Cemeteries</b>  With other staff, assisting with duties which would include, accurately marking graves to be dug, preparing area, reinstating grave after interment (observing necessary Health &amp; Safety requirements), topple testing, keeping the chapel clean and tidy, accurately marking out graves and other areas, strimming and hedge cutting and preparing ashes plots for interment.</p> <p>As part of a team, covering for leave you will from time to time be required to clean of public toilets and other buildings owned by Dereham Town Council</p> <p>Any other duties commensurate with the grade.</p>
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<p><b>OTHER CONDITIONS</b></p>	<p>The appointment is subject to the scheme of conditions of service as agreed by the National Joint Council for Local Government Services. As amended by the councils own conditions.</p>
<p><b>SALARY</b></p> <p><b>LEAVE</b></p> <p><b>FLEXIBLE WORKING HOURS</b></p>	<p>Spine point 10 to 20 (£25,545 to £30,296) per annum, double time on Sundays and bank holidays. This is paid monthly into your bank account on 23<sup>rd</sup> of each month.</p> <p>23 days per year pro rata, (increasing to 27 days after 5 years local government service) plus bank holidays</p> <p>37 hours per week over seven days. (Between 7.30am (approx.) and 1am.</p> <p>While the standard working hours for Dereham Town Council are Monday to Friday 8.30am to 4.30pm, <b>due to the demands of this post a system of flexible working applies. <u>You will be required to share occasional evening and weekend cover and as part of a cascade group, be an out of hours key holder.</u></b></p> <p>A minimum 30 minute lunch break will be taken during the day between 11.30am and 2.30pm to fit in with the work load. Lunch breaks over one hour would require the consent from the Town Clerk</p>
<p><b>CAR ALLOWANCE</b></p>	<p>Casual</p>