

Job Description & Person Specification

Role: Multi-skilled Operative (caretaker & property maintenance responsibilities)

Reports to: Facilities Manager

Salary: Grade 4 SCP 12-14 (£26,421 - £27,334) £10,711 - £11,081 p.a pro rata

Hourly rate: £13.69 - £14.17 per hour

Contract: Permanent contract 15 hours per week, Monday & Tuesday

Purpose of the role

This is a part-time permanent role with the Facilities Team, working with a small team in Falmouth.

The role holder will carry out regular and reactive maintenance and repairs on a variety of sites and assets throughout the town.

Duties and responsibilities

1. Carry out regular programmed and maintenance activities on a variety of sites throughout the town, with the ability to work diligently and efficiently both as part of a team and when appropriate on your own initiative.
2. Work outdoors in a variety of weather conditions to ensure continuity and service targets are met.
3. Work safely in areas of public occupation, at heights, on banks and near to the highway
4. Deliver the entire range of property and grounds maintenance operations in line with best practice to the highest standards whilst constantly striving for continuous improvement.
5. Undertake routine visual inspection of play equipment in accordance with the approved inspection schedules and best practice.
6. Upon receipt of training and successful qualification, store, handle and apply pesticides in line with your training and best practice, being aware of environmental impacts and keeping the necessary records.
7. Use a range of maintenance related machinery, plant and equipment and maintain records and registers (training can be provided).
8. Assist the Council's Property and Inspection Officer to ensure the compliance regimes applicable to Council buildings and facilities are adhered to.
9. Set up and take down event space in the Atherton Suite and other Council rooms as directed, this will require some evening and weekend work.
10. Carry out all minor property maintenance tasks, purchasing materials within agreed budgets as required.
11. Carry out compliance testing of property facilities and Council buildings, public conveniences.

12. Carry out pre-use visual safety inspection and the day to day maintenance of property maintenance tools and horticulture related machinery, such as the daily checking of oil levels/greasing. To not use defective tools/machinery and report any defects.
13. Ensure tools and items of equipment are kept clean, sharp and stored safely/securely.
14. Participate in the clearance of litter, weeds etc from all areas, including designated footpaths and that all bins are emptied and maintained as required.
15. Assist with the cleansing of public conveniences if/when required.
16. Assist with all operations relevant to cemetery management.
17. Assist with event management including marshalling duties, traffic management, signage, barriers etc, these duties will require you to carry out weekend and evening work on occasions.
18. Assist with art handling and display and transport for Cultural Services.
19. Maintain seats, shelters, notice boards and other street furniture as directed.
20. Work alongside and assist appointed volunteer groups in the delivery of community projects.
21. Drive Council vehicles in a courteous and safe manner ensuring all are kept clean and tidy.

General

22. Undertake all duties in accordance with Council Policies, in particular those relating to Data Protection, Information Security, Financial regulations, Customer Care and Equal Opportunities.
23. Undertake any duties regarding health, safety and wellbeing at work.
24. Be aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work.
25. Undertake risk assessments, comply with safe systems of work and actively promote a safety culture within the workplace.
26. Undertake any other relevant training, as required.
27. Always represent and promote the service and the Council positively.
28. Carry out any other such duties as may be required by the Council from time to time, commensurate with the grade of the post.

Person Specification

	Essential	Desirable	Method of assessment
Experience and knowledge	<p>A sound understanding of Health & Safety. Knowledge of your own responsibilities under the 1974 Health & Safety at work act.</p> <p>Use of a wide variety of industry related tools machinery and equipment.</p>	<p>Traffic management.</p> <p>Facilities management statutory testing requirements.</p> <p>Knowledge of environmental best practice.</p> <p>Knowledge or experience of local government and its place supporting the local community.</p>	<p>Application form</p> <p>Interview</p>
Personal attributes	<p>Risk averse, thinks Safety first.</p> <p>High level of self-motivation.</p> <p>Ability to organise and prioritise own workloads to meet deadlines.</p> <p>Good work ethic.</p> <p>Good timekeeping.</p> <p>Strives for constant improvement.</p> <p>Ability to pass on and share skills with team members and supervise others when required.</p> <p>Can work on own initiative.</p> <p>Good team player, supports colleagues.</p> <p>Contributes positively to the success of the team, above promoting oneself.</p> <p>A desire to do the right thing.</p>	<p>A desire to progress within the organisation.</p> <p>Shows a desire to take on additional responsibility.</p> <p>Innovative in dealing with problems to find solutions.</p> <p>Comes forward with suggestions for improvement.</p>	<p>Application form</p> <p>Interview</p>



	Passionate about promoting Falmouth.		
Skills and abilities	Excellent interpersonal skills. Good communication and customer care skills. Ability to work effectively alone or as part of a team.		Application form Interview
Education and training	Manual handling (recognised provider). Full, valid driving licence with categories B, B+E, C1, C1+E (to meet essential driving requirement of the role) English and Mathematics GCSE or equivalent.	Current Health and Safety and First Aid Certification. Risk Assessments. Safe storage/ use/ application of pesticides. ROSPA Play equipment inspection. Chapter 8 Signing/Lighting & Guarding.	Application form
Special circumstances	Willing to work irregular hours including some evenings & weekends, adjusting your work pattern so these duties are covered as part of your normal working week. Flexibility to cover a diversity of roles within the Town Team. Commitment to continuing professional development		Application form Interview