

Maintenance Operative Job Description

General

The role is to carry out general maintenance in the Parish, as directed by the Clerks. The position is for 14 hours per week, initially for a period of 1 year but with the potential to become permanent.

The post holder is expected to use their own initiative for the carrying out of routine jobs, and those that come up regularly. The post holder will be expected to manage their own timetable of work, ensuring that everything required gets done in a timely manner. Training will be provided in specific aspects if required.

Specific duties

- Litter picking at least once a week at the following areas:
 - Cucumber Lane Cemetery
 - Memorial Hall play area
 - Meadow View play area
 - 7 bus shelters
 - Church Lane
 - Church Fen
 - Countryside Park
 - Cremers Meadow
- Emptying of bins at the Cemetery, Memorial Hall play area, and Meadow View play area.
- Regular cleaning and maintenance of bus stops, including minor repairs if required. Maintain areas to a neat and tidy standard.
- Weekly cleaning of the toilets at the allotments.
- Weekly inspections of all play equipment at Meadow View Playground, Brundall Memorial Hall play area and Skate Park, using the official report. Reporting any urgent issues to Clerk.
- Maintaining all play areas to a neat and tidy standard, including litter picking, clearing leaves in autumn if required, weeding and recycling any foliage waste. Ensuring benches and equipment are clean and suitable for use.
- Regular checks and maintenance on smaller asset items, such as benches and notice boards. This could include:
 - Minor repairs to wooden gates
 - Sanding and painting benches
 - Installing wooden posts into concrete for litter bins
- Monthly checks at all Council managed land, using templates provided.
- Basic maintenance and repairs on Council owned assets, as and when required.
- Basic gardening and landscaping.
- Ensuring risk assessments are available for all works carried out and following them.
- Have an awareness of Health and Safety requirements.
- Ensuring all necessary training is complete and in date.
- Assisting with the SAM2 changes.
- Site visits with specialist contractors for larger projects.

Reporting arrangements

The post holder works under the direction of the Clerks, and any issues or problems should be referred to the Clerk. A monthly summary of work should be submitted to the Clerk and RFO along with the number of hours worked. The summary should include details of any items purchased for use (with VAT information on the receipts where relevant), and these should not be bought without prior authorisation from the Clerk or RFO.