



JOB DESCRIPTION - HANDYPERSON

Line Manager: Operations Manager

Description of the Post:

To work as part of the Maintenance Team, to undertake various types of maintenance and repair work to upkeep Town Council's assets, including Community Centres. The post holder may also be required to assist with some ground maintenance work at the Council's Cemetery, Parks, Sports Facilities and Allotments, as and when required.

Duties and Key Responsibilities:

1. To carry out basic maintenance and repair work on Town Council buildings and assets.
2. To identify and report any maintenance issues to the Operations Manager.
3. To update jobs cards to show that works have been completed.
4. To assist in site inspections with the Operations Manager identifying basic maintenance issues.
5. To assist on long-term projects in building improvements such as redecoration, etc.
6. To assist in the transportation of items between Council sites.
7. To carry out the emptying of waste bins, litter picking and removal from site of dumped rubbish as and when required, using the Council's vehicle. (A full driving licence will be required).
8. To remove graffiti from Town Council assets such as benches, bus shelters, buildings etc.
9. To assist, when necessary, the Grounds Maintenance Team with tasks such as mowing and strimming at the Town Council's parks, sports pitches, allotments and cemetery.
10. To maintain a positive and professional attitude when interacting with members of the public.
11. To be available in an emergency, should the need arise. (Time off in lieu will be offered).
12. To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.
13. To ensure the safe use and storage of chemicals and other hazardous substances and conform to COSHH regulations.



14. To ensure the health and safety of resources within the post holder's responsibilities and personal health and safety responsibilities are followed, as set out in the Health & Safety at Work Act 1974 and any subsequent legislation.