

JOB DESCRIPTION

TITLE

Assistant Maintenance Officer

THE PARISH COUNCIL

Tilehurst Parish Council serves the communities of Birch Copse, Calcot, Denefield and Westwood in West Berkshire: a population of 15,500 covering an area of 11 square miles.

The Parish Council provides recreation grounds, play areas, football pitches, halls and various other facilities for the benefit of the local community.

PURPOSE

As a visible representative of the Parish Council, the Assistant Maintenance Officer will assist in the maintenance of the Parish buildings, play equipment and public open spaces, whilst also being the "eyes and ears" of the Parish, interacting professionally with members of the public.

LOCATION

The postholder is required to work at various locations within the Parish.

THE DUTIES OF THE ASSISTANT MAINTENANCE OFFICER SHALL INCLUDE BUT NOT BE LIMITED TO:

- To maintain and carry out general repairs to Parish Council owned buildings and facilities.
- To carry out caretaking duties, inclusive of cleaning at Parish Council owned buildings.
- To assist with inspections of Council property and equipment including bus shelters, salt bins, seats and notice boards.
- To assist with inspections of play areas and equipment.
- To assist with site inspections, emptying waste bins, litter picking and removal of fly-tipped rubbish using the Council's vehicle. (A full UK driving licence will be required).
- Identify and report maintenance or other issues of interest, e.g. vandalism, to the Maintenance Officer or Parish Clerk.
- To liaise with outside contractors as directed by the Maintenance Officer or Parish Clerk.
- To open the Parish owned buildings for private and block bookings, including occasional evenings.
- To open and close Parish owned recreational facilities, when required.
- To assist in the maintenance of the Parish Councils football pitches and changing rooms, inclusive of marking out the pitches and inspection of the equipment.
- To undertake other duties, appropriate to the position, as instructed by the Maintenance Officer or Parish Clerk.
- To be on call in the event of an emergency on a rota basis. Overtime or time off in lieu will apply in these instances.

THE SUCCESSFUL CANDIDATE WILL HAVE THE FOLLOWING ATTRIBUTES:

- Possesses the necessary practical skills to be able to carry out maintenance and repair works such as minor electrical, plumbing and painting and decoration
- Experience of operating light equipment including mowers, strimmers, hedge cutters and other machinery
- A flexible, methodical and thorough approach to day-to-day duties
- Ability to stay calm under pressure
- Ability to work with colleagues and members of the public at all levels

EQUAL OPPORTUNITIES: The post holder will uphold the Parish Council's Equal Opportunities practices thereby promoting fair and quality service for all.

CONTRACT

The role is for 37 hours per week, which will include up to 5 hours at the weekend – with time off during the week. Flexibility will be required as there will be the necessity to cover for the Maintenance Officer during holidays etc. This will be a permanent contract, based upon the National Joint Council for Local Authority Services Terms and Conditions. Qualifying staff will have the opportunity to join the NEST work place pension scheme.

SCALE

Salary range SP 4 – 9 (£18,933 - £20,903) dependent upon skills/experience.

This is an interesting and varied role and a great opportunity to be involved in the local community.

Closing date for applications: **Friday 3 September 2021**

Application forms available from www.tilehurstparishcouncil.gov.uk or

The Clerk, Tilehurst Parish Council, Parish Office, High View, Calcot, RG31 4XD

clerk@tilehurstpc.co.uk or 0118 9418833

PERSON SPECIFICATION

Assistant Maintenance Officer		
	Essential	Preferred
1. Work Experience and Knowledge	<ul style="list-style-type: none"> • Experience of general maintenance work 	<ul style="list-style-type: none"> • Experience in a similar role • A knowledge of basic plumbing and electrical work
2. Skills and Abilities	<ul style="list-style-type: none"> • Good Communication skills • Ability to work cooperatively as part of a team • Ability to complete work to deadlines 	<ul style="list-style-type: none"> • Ability to problem solve • Ability to carry out general DIY tasks • Ability to identify work priorities and manage own workload
3. Motivation	<ul style="list-style-type: none"> • Ability to maintain good relationships with hall users, the public and contractors. • Self-reliant and self-motivated 	Willingness to undertake training
4. Personal qualities	<ul style="list-style-type: none"> • Willing to develop knowledge/skills • Work on own initiative, independently, and in a team. • Produce work of a high standard and strive to improve the quality of services • Adapt to new circumstances and the changing needs of the Council. • Committed to anti-discriminatory practice • Values diversity and difference • Operates with integrity and honesty • Open to new ideas and projects and concepts • Enthusiasm for working with the community 	
5. Other	A full UK driving licence must be held	