

LEDBURY TOWN COUNCIL

Job Description

Cleaner/General Maintenance

Job Grade:	SCP Range: 5-6(£19,312-£19,698)
Contracted Hours:	37 hours per week
Contracted Days:	Monday – Saturday
Contract Type:	Full Time – Permanent
Responsible To:	Deputy Town Clerk
Based At:	Town Centre
Car User:	Casual User Only
Job Description Date:	March 2022
Politically Restricted Post?	No
Enhanced CRB Check?	No

Main Purpose of the Role:

To provide minor maintenance in and around the Town Centre, Council buildings and other facilities.

Duties and responsibilities

Perform cleaning activities at the Market House, Recreation Ground, and other council facilities as required

Perform minor repairs on all council buildings and facilities

To clean, repair and maintain 2 x telephone boxes adopted by the council

To set up/clear away chairs and tables under Market House on non-market weekdays

To visit the recreation ground daily and clear any rubbish or debris

To set up/clear away market for Tuesday and Saturday of each week

Maintain council office yard

To clean Market House and Chapel

Conduct maintenance tasks such as replacing light bulbs

Participate in different projects (e.g., renovations)

Report facilities or maintenance issues to the Deputy Town Clerk

Ensure adherence to quality standards and health and safety regulations

Perform other related duties and activities as required

To assist and support the Groundsman in all aspects of the Council's grounds operation as required
To clean and maintain the toilets on Bye Street

To stand in for the Groundsman in their absence as required
Any other duties as commensurate with the level of the role.

Personal Duties:

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat any colleagues, Councillors, partners, and members of the public with respect and equality.

Person Specification

Town Maintenance Operative

EXPERIENCE - ESSENTIAL

Previous working experience as a Maintenance Worker
Hand on experience with hand and electrical tools

EXPERIENCE – DESIRABLE

Basic knowledge of minor repairs and maintenance

QUALIFICATIONS AND REQUIREMENTS - ESSENTIAL

Good standard of education of GCSE's (Grade C or above)
Certification of apprenticeship or evidence of qualifications appropriate to the role

QUALIFICATIONS – DESIRABLE

First Aid Certificate
Health & Safety Certificate

KNOWLEDGE – DESIRABLE

Good understanding of policies and practices of Local Councils
Good understanding of the Various Data Protection and GDPR Acts

ATTRIBUTES – ESSENTIAL

Good clear communicator
Be prepared to take training
A friendly, approachable, courteous, and polite disposition
A smart professional appearance

ABILITIES – ESSENTIAL

Hold a clean driving licence and have access to a vehicle