



West End Parish Council

Building Maintenance & Grounds Operative
Job Description & Person Specification

Job Description

Job Title:	Building Maintenance & Grounds Operative
Salary:	£21,710 - £25,523 per annum depending on experience
Hours:	37 Hours Per Week - Monday - Friday 8.30-4.30
Place of Work:	The Parish Centre, West End
Reports To:	Head Groundsman and Parish Clerk

To provide general building and grounds maintenance, at all Council owned properties and facilities, to ensure that they are kept safe, secure and in good condition.

Key Tasks/Duties

- Carry out a variety of planned and reactive building maintenance tasks, which will be varied in nature and will include general building, joinery, tiling, painting, paving and external works, drainage works and plumbing.
- Carry out planned preventative building maintenance in line with set programmes.
- Undertake general facilities support tasks, including furniture building and furniture removals, grounds, and site clearance, and keeping areas generally clean and tidy.
- Work individually or as part of a team to complete repair and maintenance tasks.
- General grounds maintenance including hedge cutting.
- Mowing and maintenance of grassed areas.
- Regular litter patrols in all recreation areas.
- Weekly inspections of play areas and associated record keeping.
- Repairs and maintenance work to play equipment.
- Carry out other such duties as required or delegated by the Head Groundsman or Parish Clerk.
- Work with and support other departments within the Council and assist with Parish events.
- Manage and prioritise own workload and time, in order to complete work in a timely manner, in accordance with performance indicators and timescales as tasked by line management.
- Ensure all works are completed to a high standard.
- Adhere to the Council's Health and Safety Regulations.
- Attend courses or on the job training to obtain suitable qualifications/skills as required



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Person Specification

All of the following are essential unless otherwise specified:

- Building trade experience within one of the following trades, Carpentry and Joinery, Kitchen Fitting, Plumbing, Plastering, Painting and Decorating or similar.
- Experience in grounds maintenance would be desirable but not essential as full training will be given.
- Good standard of fitness and mobility to undertake manual tasks in all weathers.
- Flexibility around working day to meet business needs with the ability to work weekends if required.
- Full UK Driving Licence.
- Strong collaborative approach and team ethic.
- Excellent communication skills.
- Problem solver, can-do attitude
- Excellent interpersonal skills for dealing with staff and customers at all levels.
- Good time management with proven ability to meet deadlines and complete work as necessary to deal with multiple and competing demands on a regular basis.