



THORNE MOORENDS TOWN COUNCIL

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GENERAL OPERATIVE (FULL TIME)

JOB DESCRIPTION

SALARY AND GRADING ACCORDING TO EXPERIENCE OF SUCCESSFUL CANDIDATE. SALARY RANGE GRADE

Reports to: Operations Manager (Line Manager)

OBJECTIVE: To maintain all the Town Council's premises. You will be responsible for a variety of planned and reactive building maintenance tasks, which will be varied in nature. To do well in this role you should have previous experience in building maintenance, be skilled in repair and maintenance tasks and be flexible in your approach. Ensure good staff and public relations are maintained and to always project a friendly and co-operative image.

ROLE & RESPONSIBILITIES:

1. 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.
2. Carry out planned preventative building maintenance in line with set programmes.
3. Undertake general facilities support tasks, including furniture building and furniture removals, grounds, and site clearance, and keeping areas clean and tidy generally.
4. Work individually or as part of a team to complete repair and maintenance tasks.
5. Complete repairs in a timely manner and to a very high standard.
6. Undertake regular safety checks on vehicles used for work purposes as required by Council policies and procedures to ensure that vehicles are safe.
7. Adhere to Council health and safety policy and procedures, identify hazards, and undertake point of work risk assessments as required.
8. Ensure that tools & materials are used correctly to the manufactures recommendations and stored appropriately.
9. Conduct Health & Safety Inspections on the Councils property and equipment.
10. Report any incidents of damage/defect to the Office Manager.
11. Undergo 'on the job' training.
12. Carry out all duties with due regard to Health & Safety in all matters.
13. To lock, unlock and secure the site perimeter as required.
14. To lock, unlock and secure the building as required (and set alarm if required).
15. Grass and grounds maintenance as required.
16. Wear any Personal Protective Equipment (PPE) provided and maintain this in good working order.

17. Carry out such other duties as required or delegated by the Office Manager or Operations Manager, including undertaking tasks performed by other members of the team as and when required.
18. To have access to emails and the ability to send and receive emails as a means of communicating with the council and management team, training will be provided if necessary.
19. To adhere to all council policies.

The Office Manager reserves the right to transfer an employee to any establishment in the locality of Thorne and Moorends to undertake grounds or maintenance work.

Keys

Keep all keys to buildings and honour their security accordingly. Where keys are not assigned to an individual to sign these in/out of the key store as required.

Administration

- Keep a full diary of works/accidents/issues.
- To maintain and use plant equipment and machinery in accordance with Health and Safety at Work requirements and Manufacturers recommendations.
- To ensure all machinery is in a safe condition for normal use.
- To provide cover, if required, whenever reasonably practical for other posts within the general operatives' responsibilities and grade.

Additional Duties

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Town Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Town Council.

SPECIFICATION AND REQUIREMENTS

Essential:

- Good Timekeeping.
- Conscientious and ability to take personal responsibility for the standard of work carried out.
- Ability to communicate at all levels.
- Ability to undertake a range of maintenance and repair tasks.
- Ability to check blueprints, repair manuals, or parts catalogues as necessary.
- Ability to work in an organised and methodical manner.
- Ability to use own initiative.
- Clean and smart appearance.
- Wear Personal Protective Equipment (PPE) where provided.
- Willingness to work flexibly.
- The post-holder must be willing and able to work unsocial hours which may be a frequent feature of this role which may include Sat/Sun/Public Holidays and evenings as required or when dealing with emergencies.

Desirable:

- Proven experience of maintenance and repair tasks.
- Working at heights.
- Knowledge of Health & Safety Issues