



Supporting Our Community

## JOB DESCRIPTION

<b>Job Title:</b>	Maintenance Assistant
<b>Location:</b>	Eashing Cemetery, Franklyn Road, Godalming, Surrey, GU7 2LD and other Godalming Town Council Properties located within Godalming
<b>Reports To:</b>	Maintenance Supervisor
<b>Hours of Work:</b>	<b>37 hours per week</b> Monday – Thursday 8.00am – 4.30pm Friday 8.00am – 4.00pm (Some flexibility in hours is required)

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### 1. Principal Responsibilities

Working within the Facilities Team, in support of the day-to-day maintenance of cemeteries, allotments, community open-spaces and aspects of buildings, other property and the Public Realm owned or managed by Godalming Town Council.

### 2. Principal Accountabilities

#### Cemeteries (Eashing & Nightingale)

- Assist with grounds maintenance as directed by the Maintenance Supervisor;
- litter clearance, to include unkempt floral tributes;
- assist with cemetery parking duties if required.

#### Public Realm

- Assist with the maintenance and upkeep of Council owned or managed facilities to include:
  - the installation, upkeep, watering and removal of Floral Godalming displays;
  - general grass cutting and vegetation management around Council properties and other areas agreed with external authorities including Waverley Borough Council and Surrey County Council;
  - refurbishment of street furniture.
  - assisting with the decorating of interior and exterior of Council property;
  - maintain Council workshop facilities in a safe, clean manner;
  - assisting with the repair and maintenance of signage, fences, railings, gates, drains, culverts and water channels around all sites;
  - assist with memorial inspections as required, including where appropriate basic repairs/make safe actions.
  - ensure Council owned vehicles are in a safe, roadworthy, clean and presentable condition

### Other Responsibilities

- Occasional caretaker duties at the Council's community buildings including general cleaning requirements and or setting out tables and chairs;
- assisting with the setting up and clearance of Council run events;

### Other Responsibilities

- Any other such duties as could reasonably be expected as directed by the Line Manager

## **3. General Health & Safety**

While at work, all staff are required to: -

- take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- observe the Council's policies and procedures for health and safety:
  - ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by Council activities; and
  - be familiar and comply with the Council's policies and procedures for health & safety.

## **4. Knowledge, Skill and Experience**

- The post holder will be required to actively seek to acquire, update and maintain the necessary knowledge and skills required for the efficient delivery of their work; and
- to attend training courses as required by the Council.

## **5. Additional Information**

- Post holder duties may include travel within the Town/Borough/County (where transport is not provided, travel allowance will be paid in accordance with the HMRC approved rates).

NB. This job description is non-contractual and is a statement of the job content agreed at the time of advertising. It should not be seen as precluding future changes.

## PERSON SPECIFICATION

**Job Title:** Maintenance Assistant

**Reporting to:** Maintenance Supervisor

### Work Experience & Knowledge

*Whether experience and knowledge is essential or desirable is indicated after each one.*

- Full Driving Licence (essential)
- Awareness of Health & Safety legislation and its application in the workplace (essential)
- Experience of carrying out basic grounds maintenance work including grass mowing, hedge trimming, strimming and the ability to use the associated tools and equipment. (desirable)
- Functioning skills in English and maths (essential)

### Skills and Abilities

*Whether experience and knowledge is essential or desirable is indicated after each one.*

#### *Working with People*

- Ability to understand the cemeteries role and be able to show respect to bereaved people. (essential)
- Ability to relate to people (desirable)
- Ability to minimise conflict (essential)

#### *Communication*

- Good oral communication skills (essential)

#### *Organisation*

- Ability to complete given tasks within allocated time (essential)

#### *Personal Attributes*

- Punctual and reliable (essential)
- Interested in the environment (desirable)
- Ability to work within a small team (essential)
- Be able to follow straightforward oral and written instructions (essential)
- Ability to take responsibility for own work (essential)
- Active with good levels of fitness (essential)
- Able to move equipment and handle 'loads' (essential)

The applying candidate **MUST** consider that the role is physically demanding, and requires outside work in all weather conditions. Do not contact the Council's Maintenance team direct or this may result in your application not being considered.

## ADDITIONAL INFORMATION

### The Post

To be part of the Council's Maintenance team to ensure that Eashing and Nightingale cemeteries, along with other Council and public realm sites are maintained to the very highest level. Having due regard to the sensitivity of the work conducted at the cemeteries, to help customers, many of whom will be recently bereaved. Assist in general maintenance and cleaning of Council buildings and facilities. To ensure that all duties are carried out safely and in accordance with Council policies.

## **About the employer - Godalming Town Council, First Local Council in Surrey to Win the Quality Award Accreditation**

Godalming Town Council has been providing a service for bereaved people since 1854. Nightingale and Eashing cemeteries cover around 20 acres and are maintained to a very high standard. The Council also provides a range of services to the town's residents including its flagship town centre venue the Wilfrid Noyce Centre, Broadwater Park Youth & Community Centre in Farncombe and the town's iconic Pepperpot. It also funds and supports the Godalming Museum, public toilets in Godalming and Farncombe, twelve acres of allotment sites, Floral Godalming flower displays in the town centre and the Christmas Lights in Farncombe and Godalming retail centres. The Council also arranges the town's annual Remembrance Parade and either organises or support the majority of the major events held in the town.

This post is for the general maintenance and upkeep of the grounds and properties at all the above facilities.

### **Terms and Conditions**

Terms and conditions of employment are as set out in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, a copy of which is available to be read at the Town Council offices.

### **Place of Work**

The post holder will primarily be based at Eashing Cemetery, Franklyn Road, Godalming, GU7 2LD, but will also be required to work at other Town Council facilities within Godalming and Farncombe.

### **Uniform & PPE**

Work uniform and PPE is provided.

### **Salary & Hours of Work**

The salary grade for this post is based on NJC pay scales (LC1, 7 – 12 (£24,294 - £26,421 pa) which equates to between £12.63 and £13.73 ph) 37 hours per week = £2,025 - £2,201 per month before tax.

Starting salary will be dependent on experience.

Authorised additional hours worked will be recompensed at standard hourly rate Monday to Friday, time and a half on Saturdays and double time on Sundays.

All Godalming Town Council staff are paid monthly by BACS payment on the twenty-fifth day of each month.

### **Benefits**

The postholder will be eligible for 22 days paid leave plus public holidays and statutory days, Local Government sickness benefit entitlement and enrolment into the Local Government Pension Scheme.