

JOB DESCRIPTION

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

1. Principal Responsibilities

Working with the Grounds Maintenance Operative, to be responsible for the day-to-day maintenance of Godalming Town Council's buildings and property, including aspects of properties, structures and equipment within the public realm, owned or managed by Godalming Town Council and to assist with grounds maintenance at the cemeteries, allotments and other community open-spaces within Godalming.

2. Principal Accountabilities

2.1. Properties

The general maintenance and upkeep of all GTC/JBC owned or managed facilities including the Wilfrid Noyce Centre, Broadwater Park Community Centre, The Pepperpot, Godalming Museum, The Bandstand, JBC buildings, and property within the public realm such as benches and bus shelters.

- Working to a planned maintenance schedule, provide general maintenance to all council buildings and property, advising the Facilities Supervisor on identified potential problems in achieving the scheduled works;
- litter clearance at GTC sites;
- report all incidents of vandalism/damage to GTC property or other property within the public realm to the Facilities Supervisor;
- decorating of interior and exterior of Town Council/JBC buildings; and
- upkeep of the Cemetery Lodges as required.

2.2. Events

- Provide support with the setting up, clearance and operation of events managed by or for Godalming Town Council, to include, Remembrance Parade, Staycation events, Street Festivals and Firework celebrations; and
- provide support to GTC partnership events including the Godalming Run, Godalming Town Show and St Johns Spring Fair.

2.3. Other Responsibilities

- Key holder cover for alarms and other incidents at GTC properties on cascade call-out;
- provide cover as required for Sexton duties at the JBC cemeteries during absence of the Grounds Maintenance Operative, including the marking of graves to be dug and attending at interments;
- to advise the Facilities Supervisor of specific equipment requirements to undertake required tasks;
- ensure Council owned power tools and other equipment are properly maintained for safe operation;
- maintain relevant information including equipment inventories and maintenance records of Council owned power tools and other equipment including plant equipment as required by the Facilities Supervisor;
- to support other staff members in the production of risk assessments in support of GTC activities; and
- any other such duties as could reasonably be expected as directed by the Line Manager or Town Clerk.

2.4. Other Responsibilities in Conjunction with the Grounds Maintenance Operative where appropriate

- Occasional caretaker duties cover at Wilfrid Noyce Centre during permanent caretaking staff leave periods;
- assisting the repair and maintenance of signage, fences, railings, gates, drains, culverts and water channels around all sites;
- assist with memorial inspections, including record keeping and where appropriate basic repairs/make safe actions;
- assist with the installation, upkeep, watering and removal of floral Godalming displays;
- assist with general grass cutting and vegetation management around GTC properties and other areas agreed with external authorities including Waverley Borough Council and Surrey County Council;
- assisting with the setting up and clearance of events (including setting out and removal of stage and tiered seating) to be held at Council properties;
- maintain Council workshop facilities in a safe, clean manner;
- undertake basic repairs to Council owned equipment; and
- ensure Council owned vehicles are in a safe, roadworthy, clean and presentable condition, ensuring all service and maintenance, including MOT inspections, are in date prior to use of the vehicles.

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 GTC/JBC 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 GTC/JBC activities; and
 - be familiar and comply with GTC/JBC policies and procedures for health and safety.

4. Knowledge, Skill and Experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient delivery of their work; and
- to attend training courses covering use of equipment and the work and role of the Buildings Maintenance Operative as required by GTC/JBC.

5. Additional Information

- Tasks are largely generated by work schedules (including the Council's adopted annual action plan), using own initiative or delegated by the Facilities Supervisor or Town Clerk.
- 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.
- Some evening and weekend working will be required to attend events and activities including Spring Festival, Christmas Festival & Lights Switch on events, Godalming Run, Staycation Events and Remembrance Sunday and other events supported by the Town Council.

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: Buildings Maintenance Operative

Reporting to: Facilities Supervisor

Work Experience & Knowledge

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

- Awareness of Health & Safety legislation and its application in the workplace (essential)
- Experience of carrying out basic maintenance work and repairs to building fabric, the ability to use the associated tools and equipment. (essential)
- Computer Literate in basic level Microsoft office including Excel, Word (essential)
- Full clean driving licence (essential)

Skills and Abilities

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

Managing People

- Ability to relate to people at all levels (essential)
- Ability to minimise conflict (essential)

Communication

- Good communication skills (essential)
- Ability to organise and present accurate information (essential)

Organisation

- Ability to keep timely and accurate records (essential)

Personal Attributes

- Ability to identify and respond to unexpected events and opportunities (essential)
- Ability to work within a small team (essential)
- Be able to follow straightforward oral and written instructions (essential)
- Ability to take responsibility for own professional development (desirable)
- Active with good levels of fitness (desirable)
- Able to move equipment and handle 'loads' (desirable)

Please state on the application form how you meet the criteria in the job specification and person specification.

ADDITIONAL INFORMATION

Buildings Maintenance Operative

The Post

Godalming Town Council runs two Community Centres (Broadwater Park Community Centre and the Wilfrid Noyce Centre), a Georgian Meeting Hall (the Old Town Hall, known as The Pepperpot), Godalming Bandstand, the public toilet facilities in Godalming and Farncombe and has responsibility for the Godalming Museum building. The Council also owns 12 acres of allotment land at various sites throughout the town although only two small sites are managed directly by the Council – the majority are leased to a local allotment association. On behalf of the Godalming Joint Burial Committee the Council manages two cemeteries – Nightingale Cemetery and Eashing Cemetery and two Lodge Houses which are privately rented.

This post, where necessary or required will be working with the Grounds Maintenance Operative, is for the general maintenance and upkeep of all the above facilities,

Godalming Town Council is a small organisation and this post will be one of a close-knit team (consisting of 10 posts - 8.5 full-time equivalents) based at the Town Council offices, Godalming Museum and Eashing Cemetery (see the attached organisation chart).

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.

This appointment is initially for a fixed term 23 month contract.

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.

Salary & Hours of Work

The starting salary for this post is £24,313. The salary grade for this post is based on NJC pay scales (spinal column points 18) and is calculated on a standard working week for local government staff, which is currently 37 hours.

Additional hours worked in support of evening or weekend events will be recompensed by time off in lieu to be taken as soon as reasonably practicable after the event.

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