



Supporting Our Community

JOB DESCRIPTION

Job Title:	Maintenance Assistant
Location:	Eashing Cemetery, Franklyn Road, Godalming, Surrey, GU7 2LD and other Godalming Town Council Properties located within Godalming
Reports To:	Maintenance 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 as a member of the maintenance team, 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 owned or managed facilities including the Wilfrid Noyce Centre, Broadwater Park Community Centre, The Pepperpot, Godalming Museum, The Bandstand, Cemetery Buildings and Workshops, and property within the public realm such as benches and bus shelters.

- Provide routine & general maintenance to all council buildings and property, advising the Maintenance Supervisor on identified potential problems in achieving the scheduled works;
- Conducting Portable Appliance Testing (PAT) for Council owned equipment.
- litter clearance at GTC sites;
- report all incidents of vandalism/damage to GTC property or other property within the public realm to the Operations & Compliance Officer;
- decorating of interior and exterior of Town Council 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.

2.3. Other Responsibilities

- Key holder cover for alarms and other incidents at GTC properties on cascade call-out;
- to advise the Maintenance 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 Operations & Compliance Officer;
- 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.
- assisting the repair and maintenance of signage, fences, railings, gates, drains, culverts and water channels around all sites;
- 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
- assisting in maintaining Council owned vehicles in a clean and presentable condition.

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 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 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 Maintenance Assistant as required by GTC.

5. Additional Information

- Tasks are largely generated by work schedules, delegated by the Maintenance Supervisor or Operations & Compliance Officer or using own initiative.
- Post holder duties will include travel within the Town/Borough/County.
- 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 including events at the Wilfrid Noyce Centre.

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

6. 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 property maintenance tasks including painting and decorating, basic carpentry, the ability to use associated tools and equipment. (desirable)
- Able to conduct Portable Appliance Testing (PAT) – training to be provided. (essential)
- Functioning skills in English (essential)

7. Skills and Abilities

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

Working with People

- Ability to relate to people (desirable)
- Ability to minimise conflict (essential)

Communication

- Functioning skills in spoken English (essential)

Organisation

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

Personal Attributes

- Punctual and reliable (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 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 can be physically demanding and may require outside work in adverse weather conditions. Do not contact the Council's Maintenance team direct or this may result in your application not being considered.

ADDITIONAL INFORMATION

8. The Post

To be part of the Council's maintenance team to ensure that Council property and community buildings are maintained to the highest level. Assist in routine & general

maintenance and upkeep of Council buildings and facilities. To ensure that all duties are carried out safely and in accordance with Council policies.

9. About the Employer - Godalming Town Council.

The Council provides a range of services to the town's residents including the Wilfrid Noyce Centre, Broadwater Park Youth & Community Centre and the Pepperpot. It also funds and supports the Godalming Museum, public toilets in Godalming and Farncombe, Nightingale and Eashing cemeteries, 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 properties owned or managed by Godalming Town Council.

10. 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.

11. 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.

12. Uniform & PPE

Work uniform and PPE is provided.

13. Salary & Hours of Work

The salary grade for this post is based on NJC pay scales (LC1, 7 – 12 (£25,584 - £27,711 pa) which equates to between £13.26 and £14.13 ph) 37 hours per week = £2,132 - £2,309 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.

14. Benefits

The postholder will be eligible for 23 days paid leave plus public holidays and additional statutory days over Christmas, Local Government sickness benefit entitlement and enrolment into the Local Government Pension Scheme.