



TOTNES TOWN COUNCIL

JOB DESCRIPTION – ASSISTANT MAINTENANCE OFFICER

The post is full time (35 hours per week) and the working hours will include some evenings and weekends, as required by the activities of the Town Council. This post will be line managed by the Town maintenance Officer.

Job Purpose:

The post will primarily be to assist the Town Maintenance Officer in maintaining the Council buildings, grounds and the appearance of the town and be the Council's deputy contact person for the public on issues relating to the appearance of the town.

The Assistant Maintenance Officer's primary responsibilities and duties are:

To deputise in the absence of the Town Maintenance Officer over responsibility for the Town Council's facilities, buildings and assets.

Carry out maintenance and improvement work to Town Council and public owned property which complements the responsibilities of Devon County Council and South Hams District Council. This will include:

- General building maintenance work including plumbing and minor, non-notifiable electrical work.
- Painting and decorating.
- Graffiti removal.
- Litter picking and arranging waste disposal.
- Assisting in overseeing and monitoring the Grounds Maintenance contract.
- Carrying out general clearing/cleaning of town areas as directed.
- Undertaking a range of horticulturally based maintenance activities potentially including the cutting and strimming of grass, hedge cutting, pruning, planting, weed control, watering of hanging baskets and footpath maintenance. Removal of litter, detritus, weeds (by hand or spraying), general arisings, vegetable material, dumped items and materials from both hard and soft landscaping as directed.
- Using a range of hand and power tools including undertaking regular maintenance and safety checks, cleaning and sharpening as required.

To provide a visible, flexible, approachable and friendly service within the town of Totnes and act as an ambassador for the Town Council within the community.

- Carry out regular walking routes around the town to identify issues.

- Respond promptly, politely and efficiently to all reports made by the public in relation to the public realm.
- Identify possible areas for improvement within the town which would benefit tourism and/or enhance the life of the community.

To ensure Health & Safety requirements are implemented, monitored and adhered to in Council buildings and grounds, undertaking H&S and risk management training as required.

To act as deputy Fire Officer for the Council and attend training as required.

- Assist in ensuring suitable fire safety & emergency procedures are in place for Council buildings.
- Assist with fire alarm systems regular tests.
- Where required liaise with the fire alarm service contractor.
- Take charge of procedures in the event of an emergency evacuation in the absence of the Town Maintenance Officer.

To follow a diary of tasks, noting key points and deadlines, as directed by the Town Maintenance Officer.

To foster a good working relationship with other authorities. Identify and report issues to statutory bodies, as and when issues occur outside of the Town Council's remit.

To work with other Agencies and Community Groups to deliver services authorised by the Town Council and to undertake practical activities, offering support, supervision, training and encouragement such as a community litter picking or gardening.

To assist with community events which may include occasional weekend work, and assist with traffic management where required including the setting up and dismantling of road closures and the manning of barriers.

To provide cover for the Totnes Civic Hall Caretaker in the event of sickness or annual leave including out of hours unlocking and locking.

To provide cover for any caretaker duties at the Civic Hall during office hours as requested, including furniture set-ups and take-downs, routine water hygiene testing, and waste disposal.

To drive the Council's vehicle when necessary and ensure it is operated in a safe manner in accordance with manufacturers' guidance.

To ensure the Council's policies and procedures are carried out in relation to the financial administration of the Council.

To attend meetings as required by the Town Clerk.

Policies

- Carry out all duties in accordance with Totnes Town Council's adopted policies
- Carry out all duties in accordance with the Town Council's Equal Opportunities Policy. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, visitor or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it to the Clerk

- Carry out all duties being mindful of the Town Councils obligations under the Disability Discrimination Act 1998
- Attend to the health and safety of self, other people and resources whilst at work and cooperate with colleagues to comply with the Health and Safety at Work Act 1974
- Be aware and compliant with General Data Protection Regulations.

To actively and positively contribute to the appraisal process and to follow up agreed actions. Undertake such training or attendance at conference or relevant events as shall be directed by the Town Clerk