

PARISH MAINTENANCE OFFICER (Part-time)

Job Description

1. General Duties

The overall purpose of the Maintenance Officer's role is to ensure Parish properties and facilities are adequately maintained, with particular regard to safety and general tidiness.

2. Specific duties

- 1) Conduct weekly and monthly inspections of playgrounds/properties/facilities as defined in Parish Council Monthly Inspection Record
- 2) Patrol South Avenue Recreation Ground, Sayers Common Recreation Ground, Village Garden and Memorial Garden weekly:
- 3) ensure grounds maintenance contractor's work is properly completed
- 4) ensure items requiring attention are reported to the Facilities Manager
- 5) litter pick as required (normal waste collection is undertaken by contractors)
- 6) monitor condition of trees
- 7) Patrol urban footpaths periodically: and keep surface and side growth clear to facilitate walking. This requires use of hedgecutter and strimmer.
- 8) Inspect/maintain bus shelters: ensure 5 bus shelters are kept clean and tidy
- 9) Generally walk the village and inspect areas other than those detailed above at weekly intervals
- 10) Fix notices on Council's 4 noticeboards
- 11) Other duties as required, to include: occasional painting of Parish properties, cleaning gutters, cleaning Parish properties, sweeping leaves, clearing ice and snow, minor repairs to Parish properties, repairing fences etc., replacement of lights and minor works in public toilets, maintain seats, benches and other Parish assets, maintain shrub beds.
- 12) liaise with WSCC Highways, Rangers, contractors and other agencies as appropriate
- 13) undertake other maintenance and inspection duties from time to time as requested by the Clerk or Facilities Manager.

3. Reporting: the Officer will normally report to the Facilities Manager and attend weekly staff briefing meetings at the Parish Office.

4. Place of work: The Officer will be based at the Parish Office, Trinity Road, Hurstpierpoint, but will spend most of the time outside around the Parish.

5. Use of vehicle, tools and equipment: The Officer will use the Parish Council vehicle and tools for use in connection with the job.

6. Employment: Employment terms and conditions are in accordance with the Joint National Committee.

- a) **Salary: approximately £157 to £197 per week** (part-time 16 to 18 hours) (Based on JNC Scale LC1 – 18 to 22 Salary Scale. Pro-rata for part-time.)
- b) **Annual Leave: 4 weeks per year** Equivalent to 20 days each year for a 37-hour working week, pro-rata for part-time.
- c) **Sick leave:** As defined by the JNC conditions.
- d) **Pension:** The Council operates the West Sussex County Council LGS Pension scheme, with contributions by employee and the Parish Council.
- e) **Hours of work:** To be agreed, but normally between 8.30am and 4.00pm (30 minutes lunch break) for 4 days per week. There is a requirement for some flexibility to change patterns of work to suit the needs of the job and as agreed with the Clerk. **(Part-time hours to be agreed, if applicable.)**
- f) **Overtime:** Overtime will not normally be paid, except with the express agreement of the Clerk. When additional hours are worked then it would be normal for the same time to be taken in lieu.