

CULLOMPTON TOWN COUNCIL



Job Title Outdoor Team and Maintenance Supervisor (January 2021)

Normal Hours Of Work: 37 hours per week to be worked flexibly typically 08:00hrs – 16:00hrs in winter and 07:00hrs – 15:00hrs in Summer.
Wednesday is market day and may necessitate a different working pattern; there will be occasional weekend, evening and early morning working
Standby duty i.e. answering all emergency calls to the Town Council out of normal working hours and responding accordingly.

Grade Spinal Column Points 12-17 £22,183 – £24,491 (as at April 2020)

Responsible To: The Town Clerk

Responsible For: Members of the Outdoor Team and Town Hall Caretaker

Job Purpose

To ensure that the Town Council's property including the Town Hall, cemetery, street furniture, open spaces and play areas are maintained to a good standard, and that work is carried out in a timely and efficient manner with due regard to health and safety.

Management and Relationships

1. The Maintenance Supervisor reports directly to the Town Clerk
2. The Maintenance Supervisor is responsible for the management of all maintenance staff, including the allocation of work to team members.
3. The Maintenance Supervisor will have contact with Town Councillors
4. The Maintenance Supervisor will have frequent contact with the general public
5. The Maintenance Supervisor is responsible for the overall allocation of tasks to volunteers and volunteer groups with regard to the cemetery and other open spaces which are within the Town Council's ownership or management.

Key Service and Operational Responsibilities

The main areas of work are: town centre, St Andrew's Car Park, Cullompton Cemetery, Town Council owned or managed play areas, the town hall.

Some work will be undertaken with other Town Council staff, contractors or volunteers, at other times the post holder will be expected to work alone.

1. Maintenance and Repairs

- The repair and maintenance of the various buildings under the ownership or direct control of the Council.
- The repair and maintenance of council owned equipment and where it is not possible to do this in-house to research appropriate service providers and agree a way forward with the Town Clerk
- Maintain, repair and, when necessary treat all items of street furniture that are owned by Cullompton Town Council such as bus shelters, benches, notice boards, flower beds and planters, seats, finger posts and bollards
- Installation of street furniture
- Grounds maintenance including grass cutting, strimming, hedge trimming, weed control and pesticide spraying

2. Supervision

- To manage the outdoor and maintenance staff including the issuing of job instructions, work programmes, the allocation of vehicles and appropriate equipment and making sure the work is carried out to an acceptable standard
- To ensure that the outdoor and maintenance staff have sufficient and appropriate equipment to undertake their duties and bring any deficiencies or concerns to the attention of the Town Clerk
- Contractor management including carrying out inspection and supervision of the occasional small contract and other minor works
- To manage the outdoor and maintenance staff in accordance with the Town Council's agreed policies and procedures, including agreeing annual leave and undertaking staff appraisals

3. Administration

- To be responsible for the security of the Town Council's vehicles and keeping them in a clean, safe working order and to notify the Clerk as necessary with regards to any damage.
- To ensure that daily vehicle inspection sheets are completed and actioned appropriately and bring any failing to the attention of the Clerk.
- Check all invoices for maintenance work and purchases to ensure they are correct.
- To check timesheets and other documentation for accuracy and authorise as required.
- Maintain accurate and legible records including time sheets, vehicle and equipment records
- The preparation of simple Committee reports outlining the on-going and planned work of the maintenance and outdoor team.
- Research products and suppliers of equipment etc and make recommendations to the Town Clerk and Committees as appropriate

4. Health and Safety

- Ensure adherence to all aspects of Health and Safety legislation as relevant to the outdoor team and maintenance staff
- Chapter 8 signing, lighting and guarding works on the highway.

- To be familiar with and at all times comply with the Council's Health & Safety policies and procedures.
- To ensure that robust, effective safe working arrangements and procedures, including lone worker, are documented and in place and adhered to by maintenance staff at all times.
- To carry out risk assessments, in consultation with appropriate parties, and record findings in accordance with the Council's Policy and procedure. To review the risk assessments at least annually or at other more appropriate intervals.
- Ensure all substances hazardous to health are assessed under COSHH Regulations and recorded
- To issue Personal Protective Equipment as appropriate to maintenance / outdoor team staff
- To set an example by wearing and using the appropriate Personal Protective Equipment
- Ensure that all vehicles, machinery and tools are maintained in a clean, safe and serviceable condition and arrangements are made for any required assessments and certifications e.g. PAT testing, noise and vibration testing
- To ensure accidents, incidents, dangerous occurrences and near misses involving persons (Council employee or otherwise) on Council property are properly recorded, investigated and reported.
- In liaison with the Clerk, ensure that adequate training is provided for the safe operation and use of vehicles and equipment and that at all times the Council's Health & Safety Policy is observed
- Keep the welfare facility and toilet at the cemetery and all work and storage areas clean and tidy
- To observe the no smoking legislation all council buildings and vehicles
- Operation of all machinery, tools and equipment in a safe an appropriate manner in accordance with the manufacturer's instructions
- Ensure that regular checks are made of the childrens' play equipment, the cemetery and seats etc

5. General

- To assist with the organisation of events including Mayoral and civic receptions, Remembrance Day Service and the switch on of Christmas lights.
- To deal with members of the public in a responsive and sensitive manner that promotes a positive image of the Town Council
- To be an active participant in staff and team meetings
- To maintain and develop personal skills, knowledge and expertise related to the role
- to be familiar with relevant Town Council policies and working practices and adhere to them, including those relating to health and safety, discrimination and equalities.
- To undertake training as agree with the Town Clerk

Note: the above information does not include or define all the tasks which the post holder may be required to carry out. The Maintenance Supervisor may be required to carry out other reasonable duties commensurate with the role.

