



# Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

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## **JOB DESCRIPTION –MAINTENANCE OPERATIVE**

**Salary £19,312.00 per annum**

### **Overall Responsibilities**

Under the direction of the Senior Maintenance Operative and/or Clerk or any other Officer as may be designated by the Town Council, the Maintenance Operative shall be responsible for the control of all maintenance works for open space areas and properties belonging to Oundle Town Council, or areas for which the Council has maintenance responsibility or an interest in maintaining.

### **Specific Duties**

1. Undertake work in public parks, car parks, playing fields, landscaped areas, similar open spaces, bus shelters and buildings.
2. Duties will include general maintenance of these areas, for example: grass cutting, hedge trimming, general gardening duties, constructional/maintenance work, litter picking, graffiti removal, cleaning, sweeping, erection and dismantling of sports and any other equipment, signage and bollards.
3. In addition to the usual range of tools and equipment, the use of powered hand tools and light plant could be required. Driving any Council vehicles and mowers will be required, together with the towing of trailers.
4. Maintenance and decorating duties at any of the Council's properties
5. Work with the Senior Maintenance Operative to produce and maintain a schedule of works for all buildings, obtaining quotes via the office for works as and when required.
6. Working with minimal supervision and reporting to the office on a daily basis.
7. As requested, accept responsibility for the training and supervision of trainees, other employees assigned to maintenance functions, individuals and groups on work experience, volunteering assignments etc.
8. To inspect the play areas, Skateboard Park and equipment on a weekly basis and complete an inspection report. Any defaults must be reported to the office as soon as possible.
9. To install and maintain seats and dog bins.
10. To report faults and concerns to the office as soon as issues are discovered.
11. To wear appropriate safety clothes and Oundle Town Council designated uniform.
12. Setting out rooms that are hired out for meetings and events.
13. At all times to take care of and maintain all property and equipment belong to the Council.
14. Assisting the Town Clerk and Deputy Clerk with Remembrance Day event and Christmas Market and any other reasonable tasks as and when required.

This Job Description reflects the major tasks to be carried out and the level of responsibility which the post-holder will be required to work. In the interests of effective working the tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes shall only be carried out following consultation with the post-holder.