

JOB DESCRIPTION

Job title	Amenities Person (Grounds and buildings maintenance)
Location	The Oakwood Centre Headley Road Woodley RG5 4JZ
Reports to	Amenities Manager
Grade	NJC SPC 7 to 11 / £26,403 - £28,142
Type of position	Permanent, Full Time
Hours of work	37 hours Some limited weekend work during the summer months. Some additional hours may be necessary by agreement with the Amenities Manager.

This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

COUNCIL PURPOSE

Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.

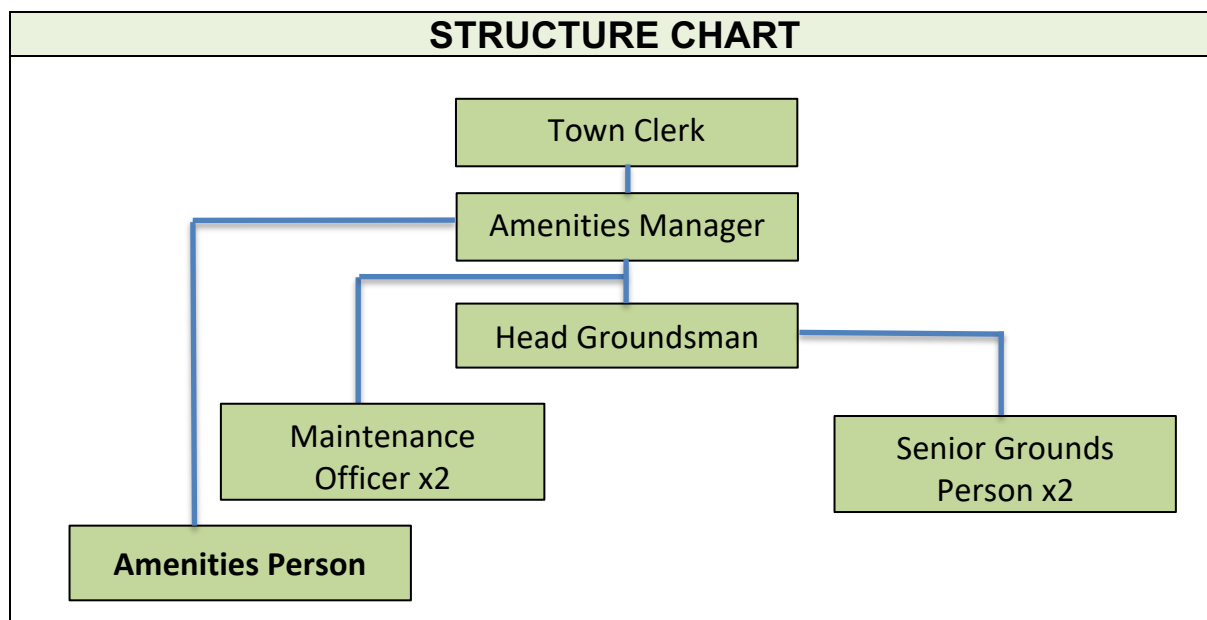
As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.

25 Town Councillors represent the 9 parish wards within Woodley. Latest figures put Woodley's population at around 28,000 plus, with an estimated 11,000 households.

JOB SCOPE

Woodley Town Council owns and manages a number of parks, open spaces and community buildings including the award winning Woodford Park, Oakwood Centre and Woodford Park Leisure Centre. Our Amenities Team carry out essential daily maintenance and project work to continually improve these assets for Woodley residents and visitors. The work of the team is physical and varied, and requires an adaptable approach and a desire to achieve the best possible result for our residents and customers. Ability to work outdoors, access different levels e.g. roofs/loft spaces, operate machinery and hand tools, lifting, strimming, mowing etc. required.

Financial Responsibility	N/A
Staffing Responsibility	N/A



MAIN DUTIES	
	GROUPS MAINTENANCE
1	To assist in ensuring the Council's parks, open spaces, lake and allotments are well maintained including cutting, strimming, litter collection, litter and dog waste bin emptying, planting, watering and general grounds maintenance.
2	To prepare and mark out the sports pitches and ensure associated equipment is safe and ready for use. And pitches are well maintained. (Training provided)
3	To act in a courteous and helpful manner to members of the public.
4	To assist with overseeing volunteer working in the park.
5	To carry out any other duties in keeping with the responsibilities of the post.
6	To carry out all duties ensuring the health and safety of staff and public, within the post holder's areas of responsibility and to ensure that personal responsibilities for health and safety as laid down in the Health and Safety at Work Act are followed.
	BUILDINGS MAINTENANCE
7	To assist in ensuring the Council's buildings and play areas are maintained in accordance with regulations and ready for customers and public use.
	To assist in reactive maintenance and planned project work across the Council's facilities.
8	Tasks may include: Basic plumbing, carpentry, electrical, decorating, working at height and general buildings maintenance work.

PERSON SPECIFICATION		
Qualifications	Essential	Desirable
GCSE or equivalent Maths / English	Yes	
Grounds maintenance / horticulture related		Yes
Buildings maintenance (e.g. CSCS)		Yes
Skills	Essential	Desirable
Full drivers licence	Yes	
Good verbal communication skills	Yes	
Able to work unsupervised	Yes	
Knowledge & Experience	Essential	Desirable
Basic / Entry level knowledge and experience in general grounds maintenance		Yes
Basic / Entry level knowledge and experience in general buildings maintenance		Yes
Use of petrol mowers and strimmers		Yes
Basic knowledge of health and safety in the workplace	Yes	