



# Watton Town Council

## TOWN HANDYMAN/MARKET SUPERVISOR

### JOB DESCRIPTION

The Town Handyman/Market Supervisor is to be responsible to the Town Clerk in order to carry out the following duties:

#### Handyman

1. Carry out maintenance and minor repairs at:

- i) Wayland Hall
- ii) Public Toilets
- iii) Youth and Community Building

Carry out maintenance and minor repairs on:

- i) Litter and dog waste bins within the parish
- ii) Council owned seats
- iii) Council notice boards

2. Check and monitor:

- i) Council maintained play areas
- ii) Council maintained open space
- iii) Trees within areas maintained by the Town Council
- iv) War Memorial
- v) Recycling banks located adjacent to public toilets
- vi) Field and car park area at site of Youth & Community Building
- vii) Cemetery
- viii) Allotments
- ix) Church Walk

3. Other jobs to include:

- i) Litter picking of areas of Council responsibility
- ii) To trim grass at Watton Sports Centre Play Area
- iii) To rake bark chipping surface at Watton Sports Centre Play Area
- iv) To trim grass at the allotments as necessary
- v) To clean bus shelters in Watton High Street
- vi) Monthly re-location of SAM2 mobile speed awareness sign

Other occasional and reasonable jobs in line with the role would also be expected.



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## **Market Supervisor**

The Market Supervisor will be responsible to the Town Clerk for the Supervision of the Wednesday weekly Market.

Role includes:

1. Ensuring that all Traders are provided with copies of the market rules, and that traders comply with the rules.
2. Supervision of the setting up of the market at the beginning of the day.
3. Allocation of stall spaces to casual traders, and any alterations to stall spaces of regular Traders occasioned by works to roads or pavements or any other circumstances.
4. Supervision of the clearing away of the market at the end of the day.
5. Monitoring of payments from stall holders or collection and balancing of market fees with the Town Clerk, or the Administration Assistant to the Town Clerk. Payment of money into the bank on the day of collection.

**Job share could be considered with hours to be negotiable.**