



Watton Town Council

TOWN MAINTENANCE OPERATIVE JOB DESCRIPTION 35 HOUR PER WEEK

- The job requires some lifting, manual handling and climbing to low heights
- A mobile phone, laptop and van are provided
- A daily check sheet to be completed

The post is responsible to the Town Clerk in order to carry out the following duties:

Grounds Maintenance

Duties at Play Areas (Bridle Road, Lovell Gardens and Watton Sports Centre):

- To regularly check, monitor and report condition of equipment and surfaces
- Empty litter bins as necessary
- Trim grass at Sports Centre Play Area as necessary
- Weekly raking of bark chipping safety surface at Watton Sports Centre Play

Duties at allotments located at St. Mary's Churchyard and Thetford Road

- Check, monitor and report issues
- Trim grass and hedges regularly as needed

Duties relating to other Open Spaces which the Town Council has responsibility for:

- Maintenance and minor repairs of litter and dog waste bins within the parish
- Maintenance including painting and minor repairs of seats owned by the Town Council
- Maintenance including painting and minor repairs to Council notice boards
- Visual monitoring of trees to include recording and reporting of concerns
- Weekly litter pick at Church Walk
- Cleaning and two-yearly painting of Walsingham Gates
- Visual regular inspection of War Memorial
- Visual checks and litter picking at the Cemetery
- Two-yearly painting of the Cemetery Gates and posts
- Two-yearly treatment of the wooden post and fencing at Jubilee Garden and Shire Horse Way

Premises Maintenance

Duties at Wayland Hall, Public Toilets and Youth & Community Building:

- To carry out regular maintenance checks
- To undertake maintenance and minor repairs



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- To litter pick in the immediate vicinity, including the field to the rear of the Youth & Community Building
- To undertake weekly fire alarm check at Wayland Hall plus visual emergency lighting and fire extinguisher checks
- Small internal re-decorating at Wayland Hall as necessary
- Cleaning and painting of the external railings at Wayland Hall as necessary

Other premises tasks to include:

- Weekly cleaning of the bus shelters within the High Street
- Regular winding of the Town Clock
- Keeping Linmore Industrial Unit in a clean and tidy condition

General Regular Tasks

- Posting notices in notice boards as requested
- Delivery of notices as requested
- Monthly re-location of SAM2 mobile speed awareness sign
- Assisting Market Supervisor as required at the weekly Wednesday Market to set up and remove equipment. It will also be expected that the Town Operative covers for the Market Supervisor if needed to.

Events

- Support and attend Town Council events such as the Annual Fireworks Evening, Festive Market and any other Council organised event. Additional time to support events to be taken as TOIL.

A van is provided (garaged at Unit in Linmore Court) for use by the Operative and duties therefore include:

- Daily visual and safety checks of the van to be recorded before use
- Keeping the van clean and tidy
- Reporting any issues that may arise so timely action can be taken

Other occasional and reasonable jobs in line with the role may also be required.

The Council operates a no smoking policy throughout its premises.