



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 will be provided
- A daily check sheet to be completed
- Regular meetings will be held with the Town Clerk as Line Manager

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
- Trim grass and hedges as needed

Premises Maintenance

Duties at Wayland Hall and the Public Toilets

- To carry out regular maintenance checks



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- To undertake maintenance and minor repairs
- To litter pick in the immediate vicinity
- 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
- Covering for the caretaker at the Youth & Community Centre as required

General Regular Tasks

- Posting notices in notice boards as requested
- Delivery of notices as requested
- Monthly re-location of SAM2 mobile speed awareness sign
- To assist as required at the weekly Wednesday Market, to include set up and removal of equipment.

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.



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PERSON SPECIFICATION

Essential

- Driving Licence - clean UK Licence (copy would need to be produced at interview stage)
- Ability to operate or willingness to be trained to use grounds maintenance equipment

Desirable

- Previous basic maintenance skills
- Experience of working with members of the public
- Basic IT skills

Receipt of two satisfactory references and a DBS check would be required before appointment.