

## **TOTTON & ELING TOWN COUNCIL**

### **JOB DESCRIPTION**

<b>JOB TITLE</b>	Maintenance Operative
<b>GRADE</b>	SCP 7 - 10
<b>LOCATION</b>	Various locations within the T&ETC jurisdiction

#### **MAIN PURPOSE OF JOB**

- ◆ To provide a good quality and value for money maintenance and repair service to Town Council owned, leased or occupied properties.

#### **KEY TASKS**

- ◆ Assessing and obtaining correct type and quantity of materials required for tasks.
- ◆ Organising own workload
- ◆ Working alone and as part of a team
- ◆ Completing administrative tasks in relation to works carried out
- ◆ Liaising with other staff members and customers
- ◆ Working in an efficient and effective manner to ensure the timely completion of tasks
- ◆ Maintaining buildings including hanging doors, replacing sills, fascias, skirtings, architraves, brickwork repairs, glazing, wall and floor tiling, plasterwork and shelving. Replacing roof tiles, gutters, downpipes and waste pipes. Replacing waste pipes, tap washers & ball valves etc incl minor plumbing work. Painting and decorating. Unblocking drains and wastes.
- ◆ Maintaining grounds and open spaces including grass cutting, hedge cutting, tree pruning and removal, chain sawing and fencing.
- ◆ Repairing, painting and installing play equipment, seating, litter/dog waste bins and signs. Carrying out drainage, concrete and tarmac work including forming and repairing hard-standings and pathways etc.
- ◆ Marking-out pitches, erecting and dismantling goal post and tennis nets.
- ◆ Tending gardens, planting, cultivating, turfing, rotavating, rolling, treating/spraying weeds.
- ◆ Collecting litter and rubbish, emptying dog waste bins and cleaning toilets, clearing blocked drains.
- ◆ Supervising the work of other staff when providing assistance with building or other maintenance.
- ◆ Other duties as deemed appropriate by Paddling Pool & Maintenance Supervisor.

Participate in the annual Appraisal Scheme

Comply with Health & Safety Policy

Assess own training needs and attend training courses as required

The Council operates a 'No Smoking Policy'