

TOTTON & ELING TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE	Assistant Maintenance & Pool Operative
GRADE	SCP 6 - 9
LOCATION	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.
- ◆ To assist with ensuring that the paddling pools are in a safe and clean condition for use at required times.

KEY TASKS

Assistant Maintenance duties - (approx.. 22 hours per week)

- ◆ Progressing delegated tasks.
- ◆ Assessing and obtaining correct type and quantity of materials required for tasks.
- ◆ Working directly alongside members of the team or within staffed buildings (option of lone working to be reviewed at 3 months)
- ◆ 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
- ◆ Should lone working and driving of a works vehicle be permitted (upon 3-month review), you may have some vehicle responsibilities (ensuring relevant safety checks are carried out each day)
- ◆ Light building maintenance duties including replacing sills, fascias, skirtings, architraves, brickwork repairs e.g. filling gaps in wall/mortar, plasterwork and shelving. Replacing waste pipes, tap washers & ball valves etc. incl minor plumbing work. Painting and decorating. Unblocking drains and wastes. Replacing light bulbs or replacing units.
- ◆ Maintaining grounds and open spaces including light grass cutting, hedge cutting, and fencing repairs e.g. fitting wire and re-tensioning.
- ◆ Performing small repairs and painting play equipment and, fixes to seating, litter/dog waste bins and signs.
- ◆ Installation of small appliances and equipment.
- ◆ Erecting and dismantling tennis nets.
- ◆ Tending gardens, planting, cultivating and treating/spraying weeds.
- ◆ Cleaning activities such as dusting, mopping, tending to toilets, clearing blocked drains.
- ◆ Assisting with inspections of built infrastructure e.g. play equipment, benches etc.
- ◆ Assisting contractors with required access to sites, utilities etc.

06/07/26

- ◆ Other light duties as deemed appropriate by Paddling Pool & Maintenance Supervisor.

Pool Operative duties – (approx. 15 hours per week)

- ◆ React accordingly when Paddling Pool Maintenance is required.
- ◆ Be reactive to ensure the safe early closure of pools if there is inclement weather.
- ◆ Ensure water levels are correctly maintained and that chemicals are added as appropriate – (training will be given in the ‘Safe use of chemicals’)
- ◆ Ensuring the paddling pool is in a safe, clean condition for use by members of the public throughout the opening times of the pools.
- ◆ Check and tidy toilets, mop floors and lock doors.
- ◆ Tidy and lock up pool site, removing litter etc.

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’