

Portishead Town Council Job Description



Job Title	Town Orderly Grounds and Town Maintenance Officer
Grade range	Grade SCP 7-11 (£21,260) FTE 7 hours per week
Term	Permanent
Responsible to	Community Halls Manager
Purpose of the role	<p>With a population of around 26,000 residents, Portishead is a rapidly growing town within the unitary authority area of North Somerset. The Council has an ambitious strategy featuring key themes of well-being, prosperity and sustainability and is also striving to be an efficient, inclusive, transparent Council. The net annual budget is around £750,000, which includes funding for projects of many sizes and types. The Council is also responsible for community assets and facilities. Both Town Councillors and the Council team are extremely loyal and diligent and work together to deliver optimum services for residents and businesses.</p> <p>The Town Orderly Grounds and Town Maintenance Officer will assist with the maintenance, upgrade and repair of the town's open spaces, properties and assets. This is a vital role to ensure that the town is as safe and welcoming as possible for its residents and visitors.</p>
Main responsibilities and key tasks	<ul style="list-style-type: none"> • Grounds and town repairs and maintenance as directed by the Community Halls Manager, including: <ul style="list-style-type: none"> ○ Repair and general maintenance of the town's properties and assets. ○ Minor building and asset repairs ○ Decorating and refurbishment of buildings and external fixtures. ○ To be responsible for the safe and appropriate use and storage of tools, machinery, and other equipment. ○ Site clearances, general cleaning and some litter-picking including the removal of fly posting, graffiti, and fly tipping. ○ Report faults and vandalism to street furniture and other equipment and to undertake minor repairs and emergency repairs if required. ○ Cleaning of gullies, ditches etc. ○ Removal and control of weeds and other vegetation. ○ Checking and maintenance of footpaths, benches, bins, signs, public rights of way etc. ○ Supporting town council events where necessary. <p>General:</p> <ul style="list-style-type: none"> • Liaise with colleagues to share information and contacts and ensure full integration of key projects into the PTC Team work programme, budget and comms plan. • Work with colleagues to share information and contacts to ensure efficient reporting and communication of activity. • To develop and maintain strong knowledge of the areas of work most relevant to this role, and to use this knowledge to recommend best practice from elsewhere and also potential opportunities for funding and support, and / or efficiencies. • Undertake other duties which might reasonably be expected of the post holder and as instructed by the Town Clerk. • Work as part of a multi-disciplinary team and also work alone to complete tasks and activity as set out in the Work Programme.

	<ul style="list-style-type: none"> • Professionally represent the council at selected forums / projects to contribute to local / regional plans and activity. • To work positively with councillors and the team in a supportive and courteous manner. • Actively and positively contribute to a personal development programme. • Adhere to all Portishead Town Council standing orders and policies and pertinent national legislation and guidance including Dignity at Work, Equal Opportunities, Disability Discrimination and the Health and Safety at Work Act 1974. • This job description forms part of the Contract of Employment. 		
Direct reports	<ul style="list-style-type: none"> • No line management responsibility 		
Key relationships	<ul style="list-style-type: none"> • Team colleagues • Portishead Town Councillors • North Somerset Councillors • Contractors and delivery partners • Members of the public 		
Hours of work	<ul style="list-style-type: none"> • Seasonal demands may require the post holder to work outside normal hours (between 9.00:17.00). • Out-of-hours working, and response is required. • All team members will be expected to work some evenings and occasional weekends to attend meetings and events. • We operate a flexi-time policy 		
Normal place of work	<ul style="list-style-type: none"> • Both working in the Folk Hall or other council buildings. • Activity will take place across the town and the post holder will use their own vehicle. • Lone working is required. 		
Person specification	Key criteria	Essential	Desirable (or be willing to work towards)
	Education and qualifications	<ul style="list-style-type: none"> • Clean, full driving license 	<ul style="list-style-type: none"> • Maintenance, cleaning, and repair certificates
	Competences (skills, experiences, abilities and knowledge)	<ul style="list-style-type: none"> • Broad range of repair, cleaning and maintenance training including use of machinery and public and personal safety requirements. • The work is physical and involves working at heights, manual handling, including the lifting and moving of heavy materials and the operation of heavy machinery, e.g., lawn mowers, power washers, plant and construction machinery. • The work varies with the seasons and is a mixture of indoor and external 	<ul style="list-style-type: none"> • Local knowledge.

		<p>working sometimes in inclement weather.</p> <ul style="list-style-type: none">• A competent level of Health and Safety is always required (further training will be available).• Proven excellent customer service skills. • Proven organisational skills with a high level of accuracy.• An excellent team player with the ability to also work successfully alone.• Ability to prioritise workload and deal with competing demands.	
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