

Doveridge Parish Council

Job Description / Advert for a Handyman

The Handyman is responsible to Doveridge Parish Council.

Doveridge Parish Council is an equal opportunities employer.

Vacancy for Parish Handyman

Doveridge Parish Council would like to invite candidates for the role of Parish Handyman to undertake light physical duties which will be predominantly outdoors; routine maintenance and conducting inspections, under the direction and management of the Council through the Clerk to the Council.

This is a responsible post covering a range of duties for which the Parish Council is responsible.

MAIN DUTIES

Playing Fields

- Regular inspection and maintenance of all areas, including play equipment, playing fields and fencing, skate park, tennis court and other Council property. (Please note: mowing and strimming is dealt with under separate contract).
- Carry out minor improvements when required.

Pavilion Cleaning

- To support the football team{s} in ensuring the Pavilion is kept clean and maintained, including floor areas and toilets.
- Carry out safety inspections and maintenance of equipment including annual application of preservative to wooden exterior of the Pavilion.
- When necessary, painting the inside of the Pavilion as directed.

Other duties

- Report any damage to or unauthorised removal of Parish Council property.
- To be available at short notice to carry out emergency repairs or make safe damaged property when required.

- To improve, clean, maintain and repair other property of the Parish Council, i.e. bus shelters, noticeboards and seats around the village.
- Empty litter bins, including those situated around the village, also dog waste bins.
- Ensure the safety and maintenance of materials, machinery, tools and safety equipment owned by the Parish Council.
- Collection of materials or equipment from local suppliers when required, for which expenses are paid.
- To co-ordinate the activities of any outside contractor employed to carry out works associated with Parish Council property.
- Represent the Parish Council when attending occasional and appropriate meetings with other agencies.
- Liaise with other community groups and associations in relation to the hire and use of Parish Council property.
- Such other additional duties commensurate with the nature of the role which may be assigned as necessary.

THE SUCCESSFUL APPLICANT

1. A good level of literacy is required, there is some office administration, and also weekly inspection checklists to follow and complete.
2. Good interpersonal skills are sought, as the Handyman will represent the Parish Council when dealing with hirers of the facilities and also local authority agencies.
3. The Handyman will be reliable and punctual and will be a primary key holder for the Pavillion and recreation ground access and have responsibilities for site access and security.
4. The Handyman will be able to work on their own initiative, be able to carry out manual duties, be good at DIY and minor repairs, be able to operate machinery and use equipment.
5. A flexible approach would be required as the Handyman would be required to respond to (occasional) call outs to the premises in an emergency.

6. The Handyman would need to be able to reach the premises in adverse weather conditions.
7. The successful applicant will need to have their own transport and be prepared to convey Parish Council equipment/goods/materials (mileage expenses will be paid).
8. The postholder is required to have their own Public Liability insurance.

ADDITONAL INFORMATION

Hours:

Pay: £15 per hour, paid monthly on a self-employed basis. Monthly time sheets to be submitted.

Probationary Period: Permanent appointment will be confirmed, subject to satisfactorily completing a 3 month trial period commencing

Applications: Must be received by 31st January 2017

References: Candidates invited for interview will be required to provide two suitable references.

Interviews will be held at a mutually convenient date/time