



Buildings Maintenance Team Member

Job Description

Status

Salary: £25,185 p.a.

Contract: Permanent, full time (part-time will be considered).

Manager: Facilities and Contracts Manager

Base: Lowestoft Town Council sites.

Working Environment: Primarily outdoors, site-based.

Hours: 37 hours per week. Some flexible working will be required (including, for example, some early starts, evenings, occasional weekend work and out of normal hours emergency response).

Pension: A pension scheme is available for eligible employees

Qualifications: UK driving licence essential along with experience in related work.

Role

To perform general maintenance and repair tasks to grounds and buildings including brickwork, carpentry, fencing, surfacing, decorating, plumbing and basic electrical tasks.

To work positively, flexibly and productively with a 'pride in patch' approach to duties. To ensure conduct is appropriate at all times for work on public sites.

Training will be provided for appropriate and specialist tasks.

Responsibilities

Specific

Minor construction works such as fencing, pathways and brickwork.

General 'handyperson' repairs and maintenance including for grounds, buildings, equipment and structures.

Safe and appropriate use of plant and equipment (including Personal Protective Equipment), including a range of power and hand tools. This includes pre-use checks, operator routine equipment maintenance, and keeping records.

Ensure the security of all relevant vehicles, plant, equipment, and facilities.

Caretaking including unlocking/locking facilities and ensuring they are fit for use.

General

To work alone, or within a team to undertake building maintenance tasks, taking responsibility for designated duties ensuring that they are executed at all times in accordance with Lowestoft Town Council policies and procedures.

To pro-actively take responsibility for personal health and safety, and support that of others working or visiting Lowestoft Town Council facilities.

To undertake all record keeping and documentation associated with the role.

To act positively and appropriately for Lowestoft Town Council, engaging positively with facility users, visitors and others.

To support other staff as needed with delivering urgent and emergency work.

To attend training relevant to this role.

To carry out any other duties that may reasonably be expected of the post holder commensurate with the role.

To understand, comply with, and contribute to all aspects of safe working and take responsibility for own health and safety and that of the public, other staff, councillors and other relevant parties, and, as appropriate, to take action or cooperate or report related matters to the Town Clerk and other relevant person. This includes wearing Personal Protective Equipment, where appropriate and required.

Person Specification

Commitment to high standards and improving facilities and the environment essential.

Flexible, constructive and versatile approach to the work.

Aware of safe practices and the ability to understand and apply safety training.

Competent with using vehicle, plant and equipment.

Wears suitable Personal Protective Equipment

Experience of similar work desirable.

Enjoys physical work outdoors in all kinds of weather.

Physically fit for the role.

Ability to work on own and unsupervised.

Ability to work flexible hours, including early starts, evenings and days at the weekend.

Ability to work on site straight from home.

Warm, outgoing, helpful and professional personality.

Behaviour and appropriate clothing for working for a public authority.

Good verbal communication and ability to work well within a team.

Ability to understand information relevant to the role.

Ability to keep records such as plant checks and time sheets.

Ability to interact effectively, respectfully and productively with persons of all backgrounds.

Competent driver with full clean driving licence.

Without unspent criminal convictions and prepared to undergo a basic disclosure check.