

**JOB DESCRIPTION & PERSON SPECIFICATION**

To keep all assets and property of Lindfield Parish Council maintained to a good standard.

**Broad outline of responsibilities:**

1. Sweep footways in the appropriate areas within the village as described in a schedule to be provided by the Parish Clerk.
2. During ice and snow to assist in the clearance of footpaths.
3. Undertake grit bins audits.
4. To clear litter, leaves, debris and dispose of as directed.
5. To keep designated areas in a tidy state, this will include walking the Village.
6. To assist in management and monitoring of external contractors
7. To clean, repair, and maintain Parish Council street furniture (to include but not limited to bins, bus stops, benches, signs)
8. To manage and maintain the Council noticeboards.
9. Report any hazards of public safety to the Parish Clerk.
10. Report issues to relevant authorities (for example using Love West Sussex).
11. To operate manually propelled basic equipment, e.g. hand dust cart.
12. To operate electrically powered equipment (leave blower, sander, brush cutter, hedge cutter)
13. To assist in the running of the Denmans Lane allotment site. This will include carrying out the following:
  - plot inspections,
  - lawn mowing (including showing plot holders how to use the lawnmower),
  - management of allotment sheds and equipment stored on-site,
  - showing prospective plot holders available plots,
  - advising plot holders of important tenancy conditions,
  - clearance of plots,
  - maintain hedging and footpaths.
14. To maintain and deploy the Speed Indicator Devices.
15. To assist in the running of the Denmans Lane public toilets, including carrying out inspections.
16. To assist in the running of the Wilderness Field open space. This will include:
  - Inspections,
  - Grass cutting,
  - Hedge cutting.
17. Assist in maintaining the asset register.
18. Assist in the organising and running of LPC events (for example Christmas Festival Night).
19. Conduct inspection of Parish Council property for risk management
20. Report all matters requiring attention to the Parish Clerk.
21. To carry out regular general health and safety inspections of all the Council's assets. A list to be provided by the Parish Clerk
22. To comply with all health and safety regulations
23. To respond flexibly and positively to any variations of these duties, which may be proposed from time to time without detriment to the generality, and scope of the work outlined and agreed.
24. To carry out such other duties as the Parish Council may from time to time reasonably require.
25. To follow all Council policies, processes and rules, including completion of weekly timesheets and annual appraisals.
26. To undergo training as required.

**SPECIAL CONDITIONS**

- 1) The postholder will be required to work a 21 hour week. The actual hours of work to be arranged with the Parish Clerk.

- 2) It may be necessary for the postholder to work hours outside the normal office hours as part of the normal week. There is no entitlement to shift or irregular hours pay or split duty allowance with this fixed term appointment.
- 3) The postholder may also be required to work additional hours including at weekends.
- 4) The Council reserves the right, subject to consultation, to revise working hours and working arrangements at any time that this is thought necessary.

### Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> <li>• Experience in general maintenance in a personal capacity</li> <li>• General literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience in general maintenance in a working capacity</li> </ul>
Professional qualifications and training	<ul style="list-style-type: none"> <li>• Willing to undertake training as appropriate to the role, particularly with regards to health and safety</li> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Existing qualifications relevant to the post</li> </ul>
Skills and ability	<ul style="list-style-type: none"> <li>• Good interpersonal skills, particularly when dealing with the public</li> <li>• Competent in using the tools and equipment necessary for the post</li> <li>• Ability to maintain effective working relationships with other Parish Council employees and Councillors</li> <li>• Ability to manage own time effectively and work to key performance targets</li> <li>• A 'can do' problem solving approach to situations</li> </ul>	<ul style="list-style-type: none"> <li>• Proven record of good interpersonal skills</li> </ul>
Personal circumstances	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Punctual and reliable</li> <li>• Enthusiastic</li> <li>• Resilient and fit for physically demanding work</li> <li>• Committed to supporting the work of Lindfield Parish Council</li> </ul>	