



Wells City Council

Job Description Maintenance Caretaker

Grade: SCP Grade 17: £26,845 (£13.95 per hour)
Overtime paid at time and a third

Hours: 37 hours per week Monday – Saturday; flexible shift pattern to cover Town Hall opening times with occasional Sunday working
Benefits include: competitive salary, pension and a supportive working environment.

Location: Any Council building, Wells BA5 2RB,
Job Purpose: General maintenance and Caretaking work
Responsible to: Town Hall Manager and Town Clerk

Key Duties and Responsibilities:

- Undertake minor maintenance based on experience and knowledge of electrics, plumbing, redecoration and repairs generally, report any necessary specialist repairs required to the Town Hall Manager.
- Report any noted defects or maintenance issues.
- Assist in building security, opening and closing the Town Hall at the beginning and/or end of the day.
- Work with caretaking and cleaning staff, and ensure high cleaning standards are maintained at all times and report any defects to property maintenance.
- Assist with disposal of all white paper and confidential waste in accordance to audit requirements
- Be available in the reception area when required, to meet and greet the general public, officers and members visiting the premises.
- To set up/dismantle appropriate furniture for meetings and functions
- In the event of a fire, to marshal the safe evacuation of the building
- Assist the Town Hall Manager in organising and managing storage facilities
- Check equipment for function ability, safety and PAT testing
- Meet, liaise with and instruct contractors as directed
- To Provide relief cover for the Town Hall Manager team on the shift work rota as required

Other duties:

To work as part of the City Council team as required, working elsewhere in the city or as directed. A degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

Health & Safety:

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

Risk Management:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Manager.

Data Protection:

It is the responsibility of the postholder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

Skills, Knowledge and Experience

- Educated to GCSE level or equivalent
- Previous experience of working in a public facing environment
- Previous experience of maintenance / caretaking duties
- Able to use a range of basic tools and machinery associated with the post, such as hand tools, power tools and cleaning equipment
- Knowledge of electrical and water repairs to DIY level
- Good understanding of property security equipment (i.e. fire and burglar alarm) and the appropriate measures taken when they have been activated.
- Assist with stock checking and maintain supplies of consumables, eg toilet paper, cleaning products.
- Flexibility – willing to switch between roles, and cover additional hours as required.
- Reliable, punctual and trustworthy with cash and other valuables
- Ability to work in a team and on your own initiative. Willing to muck in and help out, from cleaning through to greeting VIPs.
- Good communicator – both verbal and written. Able to answer basic enquiries from the public (with training / knowledge provided), or find someone who can.
- To clean public areas to a high standard
- Ability to work under pressure and a creative approach to problem solving.

Contacts

Town Hall Staff; Members of the public; Councillors; Contractors; Volunteers

General

- Full Clean Driving licence
- Strong work ethic
- To comply with standard employee Health & Safety at Work responsibilities, and with the Council's Anti Discriminatory and Equal Opportunities policy.
- This role can be physically demanding.
- To participate in any relevant training for the duties of this post as required.
- Ability to travel according to the needs of the job / training with reasonable adjustments, if required according to the Disability Discrimination Act.

This job description reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.