

CROFT PARISH COUNCIL
JOB DESCRIPTION

JOB TITLE: Croft Parish Council's General Handyperson

LOCATION: Croft Parish

RESPONSIBLE TO: The Parish Clerk

JOB PURPOSE: To ensure that the Parish's Recreation Areas are maintained in a proper condition, ensuring safe and clean areas for the users. To undertake other agreed tasks on behalf of Council to the benefit of Croft Parish.

MAIN DUTIES AND RESPONSIBILITIES:

NOTE: The following is a nominal list and is not intended to be all inclusive.

1. To undertake a visual inspection of the Croft Fun Park recreation area, the Sports ground, Pavilion and Winston Avenue car park recording the inspection, any defects and corrective action taken and reporting any significant damage to the Clerk immediately by phone.
2. To undertake minor repairs to the Play equipment and Pavilion as well any associated gates, benches or netting that are within the ability of the Handyperson, and with access to the manufacturer's schedules.
3. To take play equipment out of use when defects are found that are a high risk, attaching the provided labels and reporting the closure to the Clerk.
4. To collect and remove litter from the Recreation Areas above as required and additionally the bridle way, sheep dip, embankment and cemetery.
5. To provide the Clerk the record of inspections each month together with time sheets for authorised work over the allocated weekly time of 5 hours.
6. To monitor the usage of the salt/grit in the parish's salt bin and ordering new supplies as needed. This task is to be undertaken twice during the week during the months of November to March when there is a danger of freezing temperatures.
7. To strim around graves, trees and benches at the parish council cemetery site which are not cut by the mowers. This to be undertaken once per month from April to October inclusive.
8. To spray weeds on inside of unkempt graves in the Cemetery, around the base of buildings and hard covered areas. This is to be undertaken once in April, second fortnight of June and October. Training will be provided if required.
9. To cut back the two sides and top of the front cemetery hedge and sides of the Fun Park play area hedge once in June and October. If required.
10. To support the Clerk in identifying Health and Safety issues.
11. To undertake such other duties as are within the scope of the job purpose and the title of the job.

SPECIAL INSTRUCTIONS:

- To undertake training as required by Council
- The hourly rate for work undertaken by the General Handyperson is to be kept in line with the Living Wage as determined by the Living Wage Foundation and will be paid either by cheque or electronic payment monthly, subject to relevant time sheets being completed each month and provided to the Clerk.