

MAGHULL TOWN COUNCIL

JOB DESCRIPTION

Post: Maintenance Officer

Grade: Grade 5 – (£18,795 per annum) (Pro Rata)

Responsible to: Amenities Manager

Responsible for: None

JOB PURPOSE

- To maintain the Town Council's buildings and assets.
- To support the maintenance of council vehicles and equipment
- To inspect and maintain the play and recreational facilities of the Council.

MAIN DUTIES

1. To maintain the Council's buildings and assets to the highest standards including plumbing, carpentry, electrical, decoration and glazing as required.
2. To maintain robust and comprehensive record keeping system including an efficient filing system of play equipment safety inspection documentation together with any slides, photographs and plans.
3. To inspect parks and play areas on a regular basis; and to complete maintenance as required.
4. To Implement a planned maintenance programme for all council buildings and assets.
5. To work alongside the council's Maintenance Engineer in the maintenance of all council vehicles, trailers and equipment.
6. To maximise the use of Maghull's facilities and services and make best use of all resources including sourcing best value for money for all parts and services bought by the Council.
7. To keep abreast of new developments, ideas, legislation and equipment and act on them in relation to the work of the service so as to ensure that at all times the maintenance function fulfils its obligations and is able to perform as cost effectively as possible.

8. To provide regular and timely reports to the Amenities Manager on all activity relating to maintenance projects.
9. To inform and update the Amenities Manager of any potential issues which could affect the quality of delivery of services in a timely manner.
10. To develop strong, positive and professional working relationships with stakeholders, elected members and service users, providing advice and assistance on service provision and standards to ensure customer satisfaction.
11. Engage with the performance appraisal system and proactively seek to improve performance.
12. To participate in the on call system for out of hours requirements as required.
13. To support community events provided by Maghull Town Council.

SPECIAL CONDITIONS

Some out of hours and weekend work is expected to be completed.

GENERAL:

The postholder will be expected to comply, observe and promote the values and behaviours of the Council in a professional and responsible manner.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The post will be a demanding one which will require of the post holder a high degree of self motivation and the ability to work within and between agencies and organisations, alone and as part of a team.

Prepared by: Alex Spencer

Designation Amenities Manager

Date May 2019