

# Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

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Telephone (01297) 560826 E-Mail [clerk@charmouthparishcouncil.gov.uk](mailto:clerk@charmouthparishcouncil.gov.uk)



## **JOB DESCRIPTION/SPECIFICATION - WORKS MAINTENANCE OPERATIVE**

Reporting to the Facilities Manager, responsibilities will be as follows:

1. To provide a high level of public services and standard of care and maintenance across all areas of Charmouth parish.
2. Particular responsibility for the maintenance of the playing field, cemetery and Council owned buildings/gardens along with agency contracts for the maintenance of verges/weed control within the Parish.
3. Assisting other members of the team in maintaining public safety and monitoring the efficient running of the Foreshore area, including monitoring vehicles in the foreshore car park, issuing penalty notices as required and emptying the car park ticket machine. Collection and recording of Beach Hut hire and Boat launch fees.
4. To be responsible for performing daily visual checks on all council buildings to make sure any problems are reported and quickly resolved.
5. Empty waste bins and dog waste bins, and replenish bags as necessary on a daily basis.
6. Keep all the Council areas of responsibility, clean, tidy and free of litter as directed, and ensure adherence to the Council's Dog Policy
7. Monitoring and assisting the public, at all times, following the Council's Standard Operating procedure for any specific incidents.
8. Represent the Council at all times in a courteous manner when dealing with the public and at all times wear the uniforms issued by the Parish Council.
9. Ensure the safety of the public, at all times, particularly when using machinery, tractors and lawn mowers etc.
10. As directed by the Facilities Manager, be responsible for the many annual projects around the Parish, Beach Hut and Bench repair, maintenance and renewal.
11. To provide support and skills, as available, to work on new projects as they arrive.
12. To attend training courses as deemed necessary by the Council.

### **OTHER INFORMATION:**

- Full clean driving licence essential.
- Experience in the use of machinery & tractors is an advantage, although training will be given.
- Work experience and practical skills will be an advantage, as would a good basic education.
- Basic hours of work will be an annual average of 37.5hrs per week (35 hours per week 08.00 – 16.00hrs from Oct-March and 40 hours per week 08.00-17.00hrs from April-Sept), including bank holidays that fall on normal working days (usual days off Friday and Saturday).
- Permanent full time position with a six month probationary period when notice will be one week on either side.
- Rate of pay will initially be £12 per hour.
- Pay will be paid monthly by BACS.

Applications to be returned to the Parish Clerk.