NEWTOWN & LLANLLWCHAIARN TOWN COUNCIL

CYNGOR Y DREF Y DRENEWYDD A LLANLLWCHAEARN

JOB DESCRIPTION

JOB TITLE:	**GROUNDS, OUTDOOR & MAINTENANCE OPERATIVE** **Full Time**
Location:	Newtown & Llanllwchaiarn
Grade & Salary:	Scale Point LC1.5 – LC1.6 £26,274 - £26,671 for 38 hr week
Hours: 38 per week,	Monday to Friday, Full Time
Accountable to	Maintenance Supervisor / Operations Manager
Accountable for:	None

PURPOSE OF JOB:

To join the council maintenance team with all-year-round outdoor and indoor maintenance work including grounds, hedges, flowerbeds, hanging baskets, litter picking, street markets, and general property maintenance.

MAIN RESPONSIBILITIES OF JOB

- To assist and undertake work as follows: Grounds grass-cutting, mowing, strimming, maintenance of Hedges & Shrubs, Flower Beds and Hanging Baskets (watering), bedding plants, pruning.
- Assisting with inspections and maintenance of all play areas.
- Street Scene litter picking & general cleaning, bins emptying, sweeping.
- Street Market porterage, set up & dismantling of stalls.
- General property maintenance.
- Ensure public toilets are operational.
- To provide general labour support as required, as instructed by the supervisor or Operations Manager.
- To operate, under the direction of the maintenance supervisor, such vehicles, equipment and machinery appropriate to duties within safety risk assessments.
- To ensure that workshop, equipment and machinery are kept in good condition and secured when not in use.
- To assist and undertake other occasional outdoor work under the direction of the maintenance supervisor, deemed conducive or incidental or necessary or appropriate as commensurate with the salary and main responsibilities.
- Weekend and/or evening work may be required with a time off in lieu system in place for time worked.

OTHER

- To undertake other duties as may be reasonably required by the Council, so long as they are not inconsistent with any of the above, and commensurate with the role and salary, including assistance at meetings or civic and community events and considering the need for flexibility in working in a small organisation

- To participate where required in meetings with councillors, management, officers, and staff of the Council.
- To provide support to and cooperate with other employees within the Council as and when required, and in particular during times of holiday and sickness.
- To assist and cooperate with others on the implementation and operations of health and safety principles and practices as laid down in the Council's Health & Safety policies and arrangements.
- To assist and co-operate with others on the implementation and operations of equal opportunities principles and practice as laid down in the Council's Equal Opportunities Policy
- To co-operate with and support the day-to-day activities of the council's designated volunteers.

Date prepared:	13/08/26
Prepared by:	Operations Manager