

SUGGESTED JOB DESCRIPTION

POST: Brixham Town Lengthsman
BASE LOCATION: Brixham Town Hall
RESPONSIBLE TO: Town Clerk, Brixham Town Council (Line manager)

HOURS:

12 hours a week (This is a fixed term post for an initial period of 6 months subject to review)

SALARY:

SCP 08 (£14,771 p.a.) pro rata

Overall Responsibilities:

To carry out the duties of the Brixham Town Lengthsman within the parish boundaries of Brixham, providing an enhanced and responsive level of service, resulting in improvement to the environment within Brixham (and surrounding areas, as may be negotiated).

Duties:

To undertake a range of tasks to include:

- Removal and control of weeds and other vegetation
 - Grass cutting
 - Removal of graffiti
2. To report to his/her line manager (Town Clerk) any faults, safety defects e.g. potholes etc.
 3. To act as the “eyes and ears” for the community having regard to vulnerable parishioners and antisocial behaviour such as noise, car crime etc.
 4. To work within the supplied risk assessments and complete the necessary documentation when appropriate.
 5. To maintain a diary of tasks, noting key points and deadlines.
 6. To note complaints from members of the public and report them back to his/her line manager.
 7. To attend any training necessary for the position.
 8. To communicate with members of the public, explaining the role of the Lengthsman and passing on verbal or written communications when necessary from his/her line manager.
 9. To liaise closely with the line manager, attend meetings as necessary and undertake any other duties as assigned and that might reasonably be expected of a Lengthsman.
 10. Such other tasks as may from time to time be reasonably required by the Town Clerk in the performance of the duties set out in this Job Description.

Hours of Work:

12 hours per week. Days of work may be negotiated with the line manager.

Other Conditions:

National Joint Council Scheme of Conditions of Service as amended by the Local Agreement.

This document is intended to cover the range of principal duties and areas of work relating to the post, ensuring that the employee is aware of the actual and potential range and level of

duties and responsibilities and areas of operation which may be required. Other tasks may be delegated to the postholder by the Town Clerk as considered appropriate to the post.

PERSON SPECIFICATION

Qualifications:

Relevant qualifications in grounds maintenance work would be an advantage. However, training will be provided.

Experience:

Experience of grounds work and the ability to use a range of machinery and tools is essential.

Skills:

- Good communication skills.
- Able to use machinery competently without supervision.
- Spraying qualifications would be an advantage.
- Ability to work well with a wide range of people and as part of a team.
- 'Can do' approach.

Knowledge:

Knowledge of Brixham and its surrounding areas would be an advantage