



Brixham Town Council

Town Lengthsman JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE:	Town Lengthsman
GRADE:	SCP 04; £10.98 per hour; £21,189 per annum
HOURS;	37 hours per week; Monday to Friday. The weekly hours may vary in order to respond to the needs of the service. This will include some weekends and may include bank holidays.
TYPE:	Permanent (following a successful review)
REPORTS TO:	Deputy Town Clerk

IMPORTANT FUNCTIONAL RELATIONSHIPS:	
Internal	Council staff and Town Councillors
External	Business owners, general public, staff of other Council establishments, contractors and suppliers.
AREAS OF RESPONSIBILITY:	Please see attached Job Description
PERSON SPECIFICATION	The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. You should demonstrate on your application form how you meet the essential criteria.

BENEFITS:	
Annual Leave	22 days (in addition to bank and public holidays)
Pension	LGPS 2014 Scheme

Skills:

The position requires 'hands-on' operational experience combined with a flexible approach to meet the on-going seasonal demands. The ability to be self-motivated and work unsupervised is a key requirement of the role, the successful applicant will have the physical ability to lift, carry and perform other physical tasks daily. This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Due to insurance purposes the successful applicant must be 25 years or above.

Purpose:

To work within the parish boundaries of Brixham and its environs, providing an enhanced and responsive level of service, resulting in improvement to the environment within Brixham and any other areas as directed by the line manager.

Duties:

The exact nature of the duties will be decided by the Council from time to time and may include some or all of the tasks listed below. Other duties may be added as considered appropriate by the Council. The job specification may from time to time be amended by agreement, between the Council and the postholder.

Council Assets and Services

- To carry out Allotment Inspections, plot clearance, plot marking and periodic green waste collections
- To help cover duties of the Town Hall Caretaker when absent
- To assist the Town Hall Caretaker if required
- To support Council services such as:
 - Keep Brixham Beautiful
 - The gardening assistance scheme
 - Floral Display – including regular watering and pruning

Community duties

- To carry out litter picking
- Hedge and grass cutting
- Vegetation Control - general weeding, strimming and maintaining verges, small wild flower / tree planting schemes
- General maintenance and minor repairs to seats, benches, notice boards and walls
- Graffiti removal and painting
- To monitor levels of grit in grit bins

General

- Carry out point of work risk assessments
- Use appropriate PPE and comply with Health and Safety
- To carry out vehicle / trailer inspections and equipment maintenance to ensure they are fit for use
- To ensure that any vehicle provided by the Council is kept clean and that weekly vehicle checks and maintenance tasks are carried out

- To ensure that the Council Depot is kept clean, tidy and securely locked, with all Council tools and equipment stored safely
- Help in setting up, running and clearing Town Council events including assisting in the implementation of road closures
- Attend any other Town Council or community events as required
- Deal with the public in a polite and helpful manner
- Attend training courses in accordance with identified training requirements
- Maintain relevant competencies and equipment certifications in accordance with training / equipment use requirements
- To report to his/her line manager any faults, safety defects e.g. potholes etc
- To act as the “eyes and ears” for the community having regard to vulnerable parishioners and antisocial behaviour such as noise, car crime etc
- To work within the Councils policies and procedures and complete necessary documentation when appropriate
- Other duties as the Council may reasonably require from time to time

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

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the postholder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

The Town Council is currently considering various projects in the community and there is a possibility there could be a change to the post-holders' job description. Any major proposed changes will be discussed with the post-holder and will be in accordance with any policies or protocols in existence at that time.

Essential	Desirable
Education	
<ul style="list-style-type: none"> • GCSE (or equivalent) grade C or above in English and Maths 	<ul style="list-style-type: none"> • Relevant qualifications in grounds maintenance work would be an advantage. However, training will be provided Qualifications in: <ul style="list-style-type: none"> • Level 2 safe handling • Manual Handling • Risk Assessments • Chapter 8: Moving Works Operative • First Aid • Plant and Equipment Safety
Experience	
<ul style="list-style-type: none"> • Good customer service skills • Experience of grounds work and the ability to use a range of machinery and tools 	<ul style="list-style-type: none"> • Experience of working for a local authority / public sector
Skills	
<ul style="list-style-type: none"> • Good communication skills • Able to use machinery competently without supervision 	<ul style="list-style-type: none"> • Experience of towing trailers
People Skills	
<ul style="list-style-type: none"> • Ability to work well with a wide range of people and as part of a team • Approachable and helpful attitude 	<ul style="list-style-type: none"> • Ability to positively promote Council services

Personal Attributes

- | | |
|--|--|
| <ul style="list-style-type: none">• Demonstrates reliability and flexibility• Demonstrates ability to be motivated and work within a team• Positive attitude with a flexible approach to get the job done• Ability to multi-skill and prioritise• Willingness to work flexibly in response to changing organisational requirements• Willingness to train and develop• A smart professional manner• Ability to act professionally on behalf of the Council• Current driving licence (due to insurance purposes the successful applicant must be 25 years or above)• The successful candidate will be offered the job conditional upon medical and job references | <ul style="list-style-type: none">• Basic understanding of the roles and responsibilities of a Town Council• Good knowledge of basic health and safety• Knowledge of Brixham and its surrounding areas |
|--|--|