



Town Hall Caretaker and Town Council Asset Maintenance Operative

Job Description

Post Title	Town Hall Caretaker and Town Council Asset Maintenance Operative
Grade	NJC SCP 14 – 16 £28624 – £29572 plus local government pension contributions
Hours of work	37 hours per week full time
Location	Newark Town Hall
Accountable to	Newark Town Hall Venue Manager and Newark Town Council Operations Manager

Overview

This is a brand new role for the Council. The successful candidate must be able to demonstrate sufficient maintenance skills and experience to be able to carry out a variety of building maintenance tasks immediately. A good knowledge and awareness of health and safety and risk management will be essential. Support from the Council's H&S officer will however be available. Whilst ongoing in house training will be provided this is not a trainee position.

Job Purpose – Newark Town Hall Caretaker

To provide operational and logistical support to the Town Hall in the day-to-day undertakings of the venue and the regular events, weddings and functions that are held in the venue.

Duties & Responsibilities –Caretaker

1. Building security – opening and closing the venue.
2. Bins and waste management.
3. Fire alarm tests.
4. Emergency lighting tests.
5. Legionella checks.
6. Water meter readings.
7. Event set ups and close downs including arranging furniture and other event equipment and infrastructure.

8. Some basic cleaning duties.
9. Basic building decorating work.
10. Day to day general maintenance.
11. Basic safety checks and procedures.

Job Purpose – Estate Maintenance and Repairs

To safely undertake various minor maintenance and repair works across all Council assets including basic plumbing, basic electrical, masonry repairs, fencing and boundary work, ground works, joinery, grounds maintenance and general ad hoc repairs as necessary.

Duties – Asset Repairs and Maintenance

To carry out repairs and maintenance that can be safely undertaken and within the capabilities of the officer and at the direction of the Operations Manager, Town Hall Venue Manager, Clerk or Deputy Clerk.

The operative must have experience of undertaking dynamic risk assessments and know how to carry out maintenance work safely.

General Matters

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible, management reserves the right to insist on changes to your job description after consultation with you.

Training and Qualifications

Where necessary the Council will provide at the Council's expense suitable training and support to maintain relevant qualifications.

Person Specification

Experience & Qualifications

Experience

Comprehensive and demonstrable experience of all manner of electrical, plumbing and building maintenance work and operations will be essential.

Desirable

Level 3 Award in the Requirements for Electrical Installations (BS 7671)

City & Guilds 2393-10 Level 3 Certificate in the Building Regulations for Electrical Installations in Dwellings

City & Guilds' Level 1, 2, and 3 Plumbing and Domestic Heating qualifications (6189) and the newer 9289 qualification.

Knowledge & Skills

A wide and varied knowledge of asset repair and maintenance techniques including use of tools and works safety procedures will be essential.

Personal Attributes

Essential

- Excellent communication skills.
- Display a good personal manner and presentable appearance.
- Display tact, diplomacy and discretion at all times
- Display good organisational skills: evaluate competing priorities & prioritise appropriately
- Ability to work under pressure to achieve, both to deadlines and high aspirational service demands
- Able to work equally as effectively as part of a team or on own initiative
- A flexible approach to working hours is essential to meet the needs of the job.
- A general can-do attitude but with a high regard for personal and public safety.