



# PADSTOW TOWN COUNCIL

## Job Description

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| <b>Job Title:</b>         | Council Outside Operative  |
| <b>Salary/Scale:</b>      | £21,189-23,194 (SCP 4-9)   |
| <b>Hours:</b>             | Standard 37 hours per week, additional hours during peak holiday times [Easter to September, School half-terms and Christmas/New Year]<br>Hours of work will be rolling across 5 days a week (Monday to Sunday) to ensure weekend/Bank Holiday cover on a rota basis |
| <b>Responsible to:</b>    | Council Foreperson   |
| <b>Other Information:</b> | Full time/permanent position<br>Post-holder to have a full/clean driving license   |
| <b>Benefits:</b>          | Enhanced rates paid for weekend and Bank Holidays (Time and a half Saturdays, double time Sundays and Bank Holidays)<br>Local Government Pension Scheme<br>Holiday and Sickness Pay<br>Long Service Award Scheme<br>Staff Parking and Break Room                     |

**Job Purpose:** To maintain cleanliness of Council Public Conveniences, managing Council Car Parks and assisting to maintain Council premises land and buildings

### **Key Responsibilities:**

1. To carry out cyclical ground maintenance including grass cutting, tree planting, sweeping shelters, painting benches, toilet cleaning, etc
2. To carry out burial duties i.e. identify burial plots for excavation by the sexton and prepare cremation plots, attending after burial and filling in plot after ceremony
3. To carry out maintenance duties on Council buildings and land/property i.e. painting shelters, routine repairs of Council Offices, repairing fencing and benches etc
4. To carry out cleaning tasks across the Council's estate including bin emptying, litter picking etc
5. To carry out audits of the Council's car park pay and display machines in conjunction with one other member of staff
6. To carry out safety checks on a daily/weekly basis for duties/equipment/sites as per Council's risk assessments and ensuring that any matters or concern/urgency, particularly health and safety are reported promptly

7. To undertake cleaning duties in respect of Council Public Conveniences
8. To undertake car park duties in respect of Council's Car Parks and band barrier duties
9. To undertake Health and Safety and other training courses as necessary
10. To maintain confidentiality and discretion around Council business where appropriate
11. To work at all times in accordance with the Health and Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this.
12. To work at all times to the policies and instructions of the Council
13. To undertake such other duties required by the Council for the role