



Northam Town Council

Maintenance Operative: Job Description

Responsible to: Parks & Buildings Manager

Hours: Full time (37)

Salary Scale: LC1 (spinal points 6 to 12) £25,183 to £27,711
(pay award pending)

Job Purpose

As a Maintenance Operative for Northam Town Council, you will play a key role in the upkeep, maintenance, and management of local council facilities and green spaces. Your primary responsibility will be to ensure these areas meet the highest standards in line with the Council's expectations, benefiting both residents and visitors.

This role involves supporting the delivery of a wide range of Council services, maintaining horticultural spaces, and ensuring public areas remain safe, clean, and well-presented. Additionally, you will contribute to the promotion of the Town Council's activities and uphold best practices across all areas of responsibility.

Main Duties and Responsibilities

- **Grounds Maintenance:** Perform grass cutting, strimming, and hedge cutting according to schedules and required standards. This includes litter picking and clearing paths to maintain a tidy environment.
- **Play Area Maintenance Inspections & Repairs:** Conduct routine inspections of play areas and carry out minor repairs as needed to ensure safety and usability.
- **Seasonal Horticultural Maintenance:** Undertake the upkeep of flower beds, shrub beds, and gardens of remembrance within cemeteries. Duties include maintenance, clearance, litter picking, and bin emptying per the scheduled routine or as directed.
- **Plant Care & Landscaping:** Carry out planting, weeding, digging, hoeing, and watering of flower planters and formal displays as required.
- **Vegetation & Weed Control:** Assist in the removal of invasive plants, weeds, and encroaching vegetation from pathways and roads to maintain clear and safe public areas.
- **Vehicle & Equipment Checks:** Conduct pre-start checks on vans, plant equipment, and vehicles (up to 3.5-tonne classification, B licence) in accordance with manufacturer guidelines. Complete daily defect sheets as required.
- **Machinery Maintenance:** Ensure machinery and equipment are kept in good working condition, reporting faults and maintaining accurate mileage and fuel logs.
- **Tree & Arboriculture Work:** Carry out ground-level arboriculture tasks, including the felling of small trees, crown raising, and the clearance of windblown or broken limbs, particularly as part of a response team or routine maintenance.

- **Service Performance & Customer Focus:** Contribute to team performance, upholding a high standard of service, and assisting the Parks and Buildings Manager in delivering a customer-focused approach that promotes continuous improvement.
- **Professional Representation:** Act as an ambassador for the Council by maintaining a professional, courteous, and helpful demeanour when interacting with the public.
- **Health & Safety Compliance:** Ensure adherence to health and safety regulations, safe working practices, and housekeeping standards. Regularly check and clean vehicles, equipment, and work sites.
- **Independent & Teamwork:** Work independently when necessary, completing assigned tasks efficiently while also contributing as part of a team.
- **Training & Development:** Complete mandatory skills training, including health and safety courses and industry updates, as required.
- **Additional Duties:** Undertake other duties as required within the grading of the post, including but not limited to working at heights, snow clearance, grid and grating maintenance, litter picking, and waste management. This may include cross-service working in waste collection and street cleansing as needed.

Other Duties

To ensure effective service delivery, a degree of flexibility is required, and the postholder may be asked to undertake additional duties not explicitly listed above. However, these duties will remain within the scope expected of an employee at this level.

1. Act as a team player and assist with any appropriate duties outside of this job description across the activities of Northam Town Council, including acting as a street marshal at Council events.
2. Occasional service and cleaning of Town Council public toilets.
3. Undertake all duties in accordance with Town Council Policies, including Customer Care, Equal Opportunities, and Health, Safety, and Wellbeing at Work.
4. The contracted 37 hours per week will include some evening and occasional weekend work as required.
5. Be part of the keyholder and on-call rota, responding to alarms and emergencies outside of regular working hours.

Health & Safety

All employees must comply with the Council's Health and Safety Policy, which outlines the responsibilities of both the employer and employees. The postholder is expected to maintain a safe working environment, adhere to best practices, and follow all relevant procedures.

Risk Management

The postholder is responsible for managing risks effectively within their role. This includes identifying hazards, following safe working practices, and promptly reporting any risks or concerns to their Manager.

Data Protection

Compliance with Data Protection legislation is essential. The postholder must ensure that all data handling, processing, and storage align with Council policies and legal requirements to protect sensitive information.

Maintenance Operative: Person Specification

The criteria will be assessed through the Application Form (A), the applicants Qualifications (Q) and/or at Interview (I).

Education, Qualification and Training	Method of Assessment
<p>Essential</p> <p>Basic literacy and numeracy to understand work instructions, safety detail, and quantity specification (certificates may be requested)</p> <p>Ability to interpret work instruction and deliver/complete tasks to the appropriate standards</p> <p>Previous facilities/maintenance experience</p> <p>Hold a full manual driving license (B license)</p>	<p style="text-align: right;">A</p> <p style="text-align: right;">A</p> <p style="text-align: right;">A/I</p> <p style="text-align: right;">A</p>
<p>Desirable</p> <p>Experience and recognised qualifications in arboriculture work</p> <p>RoSPA Playground Inspection Certification</p> <p>First Aid Certificate</p> <p>B+E license (trailer towing)</p>	<p style="text-align: right;">A</p> <p style="text-align: right;">A</p> <p style="text-align: right;">A</p> <p style="text-align: right;">A</p>
Knowledge	
<p>Essential</p> <p>Be able to work on own initiative as well as part of a team</p> <p>An understanding of Health and Safety issues</p>	<p style="text-align: right;">A/I</p> <p style="text-align: right;">A/I</p>
Experience	
<p>Essential</p> <p>Previous experience in a similar role</p> <p>Experience of dealing with customers and/or the general public</p> <p>Experience of working in all weathers</p>	<p style="text-align: right;">A/I</p> <p style="text-align: right;">A/I</p> <p style="text-align: right;">A/I</p>
<p>Desirable</p> <p>Experience of working with local communities and partnerships e.g. voluntary, business, other levels of local government or public sector organisations.</p>	<p style="text-align: right;">A/I</p>
Skills	
<p>Essential</p> <p>Have a flexible approach to working and willingness to learn</p> <p>Ability to operate within set guidelines</p> <p>Have a good level of fitness to meet the requirements of the job</p> <p>Good verbal communication skills</p>	<p style="text-align: right;">A/I</p> <p style="text-align: right;">A/I</p> <p style="text-align: right;">A/I</p> <p style="text-align: right;">A/I</p>
Other Job-Related Requirements	

Ability to carry out the duties of the post with reasonable adjustments where necessary. Including working on all waste-related services.	
Ability to work Occasional weekends and overtime	
Commitment to implement anti discriminatory and equal opportunities policies.	
The ability to travel according to the needs of the job with reasonable adjustments, if required, according to the Equality Act.	