



Moulton Parish Council

<https://moultonpc.org.uk>

Job Description: Handyman

Moulton Parish Council would like to invite candidates for the role of Parish Handyman to undertake light physical duties which will be predominantly outdoors, under the direction and management of the Council through the Clerk to the Council.

This is a responsible post covering a range of duties for which the Parish Council is responsible.

Duties

- Maintenance and minor repairs of playing field and park equipment in accordance with the manufacturers guidance
- Sweeping, washing and cleaning of playing field and park equipment, when required.
- Removal of litter and hazardous glass from the playing field and park equipment.
- Where necessary, painting or varnishing parish council property.
- Report any damage to or unauthorised removal of Parish Council property.
- To be available at short notice to carry out emergency repairs or make safe damaged property when required.
- To improve, clean, maintain and repair other property of the Parish Council.
- Collection of materials or equipment from local suppliers when required, for which expenses are paid.
- To co-ordinate the activities of any outside contractor employed to carry out works associated with Parish Council property.
- Liaise with other community groups and associations in relation to the use of Parish Council property.
- Such other additional duties commensurate with the nature of the role which may be assigned as necessary.

Successful Applicant

1. A reasonable level of literacy is required, and also periodical inspection checklists to follow and complete.
2. Good interpersonal skills are sought, as the Handyperson will represent the Parish Council when dealing with hirers of the facilities and also local authority agencies.
3. The Handyperson will be reliable and punctual and will be a key holder for the barrier.
4. The Handyperson will be able to work on their own initiative, be able to carry out manual duties, be good at DIY and minor repairs, be able to operate machinery and use equipment.
5. The Handyperson must be comfortable with completing light gardening duties, such as weeding, planting, trimming and pruning.
6. A flexible approach would be required as the Handyperson would be required to respond to (occasional) call outs to the premises in an emergency.
7. The Handyperson would need to be able to reach the premises in adverse weather conditions.
8. The successful applicant will need to have their own transport and be prepared to convey Parish Council equipment/goods/materials (mileage expenses will be paid).
9. The postholder is required to have their own Public Liability insurance.

Remuneration

Moulton Parish Council will pay £15 per hour, paid monthly on a self-employed basis, with a guaranteed 15 hours per month, which shall be reviewed on or before 31st March 2021. Monthly time sheets to be submitted.

Probationary Period: Permanent appointment will be confirmed, subject to satisfactorily completing a 3 month trial period.

Applications: Must be received by 15th October 2020 with a start date of Monday November 2nd 2020. Please send applications to clerk@moultonpc.org.uk

References: Candidates invited for interview will be required to provide two suitable references.

Interviews will be held at a mutually convenient date/time