

## Calow Parish Council – Job Description

Job Title: Parish Handyperson

Hours: 10 hours per week

Salary: Real Living Wage – currently £12.60 per hour (reviewed annually)

Holiday Entitlement: 23 days plus bank holidays (pro rata)

Main Purpose of Job: To undertake the general maintenance of assets and facilities maintained by the Parish Council, reporting directly to the Parish Clerk.

The post covers a range of duties for which the Parish Council is responsible for, duties will include general repair work, grounds maintenance, litter picking, equipment checks, buildings maintenance and management and liaising with contractors.

The duties detailed within this job description are illustrative and you will be expected to undertake all reasonable additional duties as required.

### Duties

1. To carry out grounds maintenance around the Parish as required including at Calow Recreation Ground, Eastwood Park and other sites owned, leased or maintained by the Parish Council.
2. To visually inspect the facilities at Eastwood Park and Calow Recreation Ground on a regular basis and carry out any minor maintenance and repairs, or report to the Clerk, as required.
3. To notify and help provide assistance with major repairs or failures of services at Council premises.
4. To keep the Recreation Ground and Eastwood Park area clean, tidy and litter free.
5. To liaise with users of the Recreation Ground including bowls, cricket and football teams.
6. To check the utilities meters on a monthly basis.
7. To carry out checks and maintenance of Council equipment around the village including defibrillators, grit bins, bus shelters, planters, benches, war memorial and speed indicator devices.
8. To provide support for Parish Council events, as required.
9. To comply with Health & Safety legislation at all times

### General:

The post holder needs to be flexible as the job involves working in different locations around the Parish. The post holder will also need to be adaptable as tasks will vary, can be seasonal and will include both lone working and team working.

Training will be provided, as required, to undertake all duties of the role; all training costs will be met by the Parish Council.

The appointment is subject to satisfactory references and a 12-week probationary period.

The post holder must hold a current UK driving license free of endorsements and have access to a vehicle with valid insurance for business use.

Please note that any materials used will be reimbursed on the production of receipts and will be paid in addition to your salary on a monthly basis by bank transfer.