CILYBEBYLL COMMUNITY COUNCIL

J O B D E S C R I P T I O N

TITLE:	**Handyperson**
POST NO:	**H1**
GRADE:	**Local Government SCP 1 (currently £9.27 per hour)**
HOURS:	**Part Time - 10 hours per week**
RESPONSIBLE TO:	**Clerk to the Council**

OVERALL PURPOSE OF JOB

To provide efficient and effective maintenance of the Council's Community Centres, Parks and Open Spaces in Alltwen and Rhos.

MAIN DUTIES

1 Monitor the condition of and undertake minor repairs and improvements at the Council's two community centres in Alltwen and Rhos. Including carpentry, decorating, minor plumbing and minor electrical work, and any other skilled work as deemed appropriate by the Clerk to the Council.

2 Monitor the condition of all play equipment at Rhos Park, Brynmorgrug Playground, Lon Tanyrallt Park and Harry's Park and complete monthly health and safety inspection sheets. Complete minor repairs to equipment as necessary.

3 Monitor the condition of fencing, drains or any other facilities owned by the Council in both Alltwen and Rhos Community Centres, Rhos Park, Brynmorgrug Playground, Lon Tanyrallt Playground, Harry's Park, Gwynfryn Park and Alltwen Park. Undertake any repairs and improvements as deemed appropriate by the Clerk to the Council.

4 Keep all council areas clean and tidy including emptying bins, sweeping car parks and paths, pressure-washing areas and strimming/grass-cutting within playgrounds.

5 Liaise with contractors appointed by the Council to ensure that the Council's buildings, parks and facilities are properly maintained, and to ensure that instructions for contractual works are properly understood.

6 Liaise with the Caretakers at the Council's two community centres regarding maintenance responsibilities and duties, and on occasion, deputise for them during periods of leave.

7 Order and collect where appropriate any building materials, or products needed in order to undertake the duties of the post, and to dispose of any unwanted material arising from these duties.

8 Undertake any other specific tasks and duties identified by the Clerk to the Council subject to the capabilities of the postholder.

Disclosure and Barring Service

This post requires a standard level of disclosure, a DBS check will be required and funded by the Council.

Review/Right to Vary:

This Job Description will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you which are within your capability and grade, including a degree of flexibility in relation to hours of work.

Name _____
(print)

Signature _____

Date _____

PERSON SPECIFICATION

POST TITLE	Handyperson

REQUIREMENTS FOR SAFE AND EFFECTIVE PERFORMANCE

EDUCATIONAL QUALIFICATION	No formal qualifications are required although a reasonable standard of numeracy is desirable.
TECHNICAL COMPETENCE	Candidates must possess the appropriate level of competence in the skills required for the post, or the aptitude to acquire them quickly.
EXPERIENCE	Candidates need to demonstrate experience in a similar role.
SKILLS & ABILITIES	Candidates should have a number of key skills and abilities that will enable them to carry out the duties effectively: • an organised approach to work with the ability to complete work in an effective manner, and to deal with any issues or pressures as they arise. • good interpersonal and communication skills and the ability to liaise and work with a wide range of people, both within and outside the Council, in an effective and courteous manner. • enthusiasm and commitment to providing a quality service. • the ability to use initiative, and to demonstrate flexibility, discretion, reliability and integrity.
COMMITMENT TO EQUAL OPPORTUNITIES	Candidates should appreciate the principle of equal opportunities and understand how this affects the Council's activities.