

JOB DESCRIPTION

Job Title: Summer Labourer
Responsible to: The Clerk
Standard Hours: 32 hours, Monday to Thursday 7.30am to 4.00pm

JOB PURPOSE:

To ensure that all Council street furniture, open spaces, buildings, rights of way and property is kept tidy and general maintenance carried out.

Key Areas of Responsibility

- 1. Street Furniture inc. wayside trees (Bus shelters, benches, notice boards etc)**
General maintenance and repairs to equipment.
Painting and renovations as required.
Removal of general rubbish tipped and dealing with graffiti.
Site preparation for new installations and removal of redundant fittings.
- 2. Open Space Areas (Hunters Gate, Mount Pleasant, Codgers Corner etc)**
Cutting of grass, weeding and weed killing.
Maintenance and cleaning of floor areas.
Pruning of bushes and trees.
Mending of fencing and walls.
Removal of general rubbish tipped and dealing with graffiti.
Signs – check and ensure any signage is visible.
- 3. Depot, Compound and Garage**
Ensure all areas kept clean and tidy
- 4. Lllys y Cwm, Caerlan & the Parish Office**
General maintenance and repairs to buildings and equipment.
Painting and renovations as required in consultation with the Community Halls Caretaker.
- 5. Rights of Way**
Maintaining a clear passage for people accessing the right of way. via grass cutting, strimming, tree pruning, path repairs and drainage maintenance.
General maintenance and repairs to stiles, kissing gates, bridges and steps.
- 6. Floral Displays**
To plant, weed and maintain.
To assist with general constructional and labouring tasks involved with Community Council projects.
- 7. Events**
To assist with the preparation for and clearing up after Community Council Events. This will include occasional weekend work.

8. Communication

Help maintain good public relations.
Deliver correspondence to the Community Councillors.
Assist in the delivery of public consultations.
Maintain the display in the Council Notice Boards.

9. Assist the other members of staff

Provide general assistance to other members of staff as required. i.e. use of council van for bank runs and moving of equipment between halls. Accessing loft areas and purchasing supplies.

10. Health & Safety

Ensure all duties carried out are done safely and within the guidelines set out in the Community Council Health and Safety policy.
Ensure that when carrying out work in the open space areas and at street furniture that no members of the general public are placed at risk
Ensure that no equipment is left unattended.
Ensure compliance with all Personal Protective Equipment

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

CC
March 2018