



# DORCHESTER TOWN COUNCIL

## Skilled Maintenance Worker

**Salary SCP 7 - £19,554 per year (pay rise pending)**

### **37 Hr Week- Permanent Position**

If you are a motivated conscientious person with building maintenance /construction skills and want to help make Dorchester's outdoor spaces and facilities amongst the best in the region then this could be the post for you.

Dorchester Town Council is looking for a trained and experienced, self-motivated person to help deliver a quality maintenance service for the residents and visitors to Dorchester to enjoy. Duties will include the full range of building and landscaping maintenance tasks, including light building repairs, e.g. painting, carpentry, plumbing repairs, brick and block laying, slab laying and fencing work. In addition, you will be responsible for the inspection and repair of our stock of play equipment and record keeping. Other ancillary duties will on occasions include ground-based tree maintenance, grass cutting, shrub bed maintenance, weeding and litter collection. You will work across the wider town area to maintain the Council's pleasure and recreation grounds, play areas and public open spaces. You will be responsible for daily maintenance of plant, tools and equipment provided to you by the Council and will supervise any staff allocated to assist you.

More job details and an application form can be downloaded from [www.dorchester-tc.gov.uk](http://www.dorchester-tc.gov.uk) or by email to [admin@dorchester-tc.gov.uk](mailto:admin@dorchester-tc.gov.uk)

The closing date for completed applications is 7 August, 2020.

The Council is an Equal Opportunities Employer.

Adrian Stuart  
Town Clerk

# **DORCHESTER TOWN COUNCIL**

**Post:** Skilled Maintenance Worker

## **JOB DESCRIPTION**

Under the direction of the Outdoor Services Manager or any authorised officer, to undertake the following duties:

1. The maintenance, protection and upkeep of all the Council's pleasure and recreation grounds, cemeteries, play areas and public open spaces
2. To physically carry out the general repair of buildings, seats, greenhouses, fences, hedges etc. belonging to the Council, works will include most light building maintenance operations. E.g. Plumbing, joinery repair, pasteboard work, fixtures and fittings installation and repair and painting.
3. Undertake routine testing and logging of water supplies to comply with legionella regulations.
4. To carry out as necessary the installation and/or erection of playground equipment and playground safety surfacing.
5. Undertake safety checks of Playground equipment, maintain inspection log and make repairs as necessary.
6. To directly supervise any staff allocated to assist with the delivery of works, projects or tasks.
7. The driving and operation of Vans, cars, mechanical Diggers, access platforms etc for which, if not already held, training will be given up to the relevant industry standard.
8. Undertake general hard and soft landscaping operations such a slab laying, simple brick laying, positioning of seats and bins, excavation of footings, fencing, trellis work and painting in both indoor and outdoor situations.
9. Using a range of techniques, skills and machinery, when required, undertake a range of grounds and cemetery operations. This will typically include grass cutting, hedge trimming, shrub pruning, weeding, leaf sweeping, litter removal, edging, cemetery maintenance and gravedigging using shoring systems.
10. A flexible working approach is essential to this post, the whole range of operations undertaken by the Outdoor Services section teams may also be carried out by the post holder (Training will be provided where necessary) together with ground based tree maintenance operations, works in the Borough Gardens and the regular maintenance and cleaning of pavilions and other facilities associated with the grounds.
11. To keep, log and maintain in good, safe and clean condition all plant, tools and equipment belonging to the Council and issued to the post holder.

12. To complete paperwork (or use electronic notepads) for job recording, checking, timesheets, etc. as may reasonably be required by the Council.
13. This post does not currently involve contractual weekend working or evening working but it should be noted that occasional weekend and evening working will be required e.g. attendance at remembrance Sunday and weekend park events as required.
14. Acting under the direction of the OSM and any authorised officer to carry out all duties, whether or not specifically set out herein, as may be required from time to time.

**Signed:**

**Date:**

## DORCHESTER TOWN COUNCIL

### PERSON SPECIFICATION

**Job Title: Skilled Maintenance Worker**

QUALITY	ESSENTIAL	DESIRABLE
<b>1. Qualifications</b>	Educated to GCSE Level in English/Maths Building Maintenance/ landscape construction skills qualifications /apprenticeship or equivalent, alternatively extensive practical experience	Specialist trade qualification such as bricklaying / plumbing /landscape construction. Level 2 or above property maintenance qualification. Landscape operation qualifications/ safe use of machinery certificates of competence. Play equipment inspection qualification. * See note below
<b>2. Related experience including voluntary work</b>	Minimum of 5 years related experience in landscape and/or building maintenance, preferably working in a public environment. A good knowledge of Health and Safety in the working environment. Experience of dealing with the public Experience of working on own initiative and also as part of a team.	Previously working in a similar post and environment. Play area installation, maintenance and inspection experience. Familiarity with practical legionella preventative maintenance operations.
<b>3. Skills and Abilities</b>	Good organisational skills. Able to prioritise own workload and work of the team when required. Able to meet strict deadlines. Plant operation e.g 180 and 360 excavators. Experience of Flexible working. Team working skills. Motivational skills	Familiar with use of electronic notebooks/work pads /record keeping Shrub pruning and grounds maintenance skills Range of grounds maintenance skills

<p><b>4. Knowledge</b></p>	<p>Full driving licence holder Manual Handling training</p>	<p>Plant and equipment operation training to CITB standard inc 180 and/or 360 excavator. Ride on mower training Certificate. Tractor driving Certificate Risk assessment training Health and safety training to level 2 and above Working at heights training.</p> <p>* See Note below</p>
<p><b>5. Personal Qualities</b></p>	<p>A high sense of personal responsibility and an understanding of the need to deliver high quality work. Keen and able to effect change and deliver new ways of working especially by sharing knowledge and helping other staff Good decision maker Able to establish effective teamwork with a flexible approach. Personal warmth and friendly responsive approach to colleagues and members of the public at all levels. Able to work effectively under pressure. Self-reliant, open and honest. Practical and common sense approach to problem solving. Trustworthy with confidential information. Receptive to new ideas. The desire to learn further skills/ develop</p>	<p>Able to contribute to the further development of the outdoor services section. Familiar with flexible working methods.</p>

<b>6. Other</b>	<p>This post involves some limited weekend and evening working to meet the service need e.g. during civic commemorations and other events or operations necessarily out of hours such as emergency storm repairs, putting up town centre Christmas tree.</p> <p>* <b><u>Note</u></b> We understand it is possible a candidate will not hold the full range of qualifications to undertake this post so there will be a requirement for the post holder to undertake ongoing training and professional updating of skills.</p> <p>This is a practical, skills based working post.</p>	Occasional additional overtime working cover will be required e.g. Hanging basket watering.
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# DORCHESTER TOWN COUNCIL JOB APPLICATION FORM

Please complete in black ink and return to the address on the back page either by e-mail or post

Please do not use staples for additional information sheets of paper

All the sections of this form should be completed

## VACANCY DETAILS

**Appointment of Skilled Maintenance Worker**

**Closing Date: Noon 7 August 2020**

Where did you see the advertisement?

## PERSONAL DETAILS

**Surname:**

**First Names:**

**Home Address:**

**Telephone Numbers/E-mail addresses:**

Private:

Work:

Mobile:

E-mail:

**Postcode:**

Can we contact you at work? **YES / NO**

NI Number:

Preferred Title:

Valid Driving Licence: **YES / NO / PROV**

Penalty Points: **YES / NO** No. ....

Car Owner: **YES / NO**

Are you related to (or are you the spouse/partner of) any employee of Dorchester Town Council? **YES / NO**

If yes please give details:

**Canvassing will disqualify your application or make you liable to dismissal if appointed.**

## EDUCATION AND TRAINING

From	To	Schools, Colleges, University, etc attended (latest first)	Qualifications attained (with grades)

**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS**

Organisation	Membership Status	Date Awarded

**EMPLOYMENT HISTORY (most recent jobs first)**

Please indicate all previous positions held (including any with this Council) **starting with the most recent.**

<b>Present Position:</b>		<b>Present Employer:</b>	
		<b>Location:</b>	
<b>Date Started:</b>	<b>Current Salary:</b> <b>Benefits:</b>	<b>Reason for wishing to leave:</b>	

From	To	Previous Positions	Employer and Location	Reason for Leaving

**NOTICE**

Please state the period of notice you are required to give to your present employer:





**REFERENCES**

Please provide two referees with knowledge of your work / character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months please attach another referee's name who must be a previous employer. If one of your referees is a personal one the referee should not be related to you in any way. References will be taken up in confidence.

**a) Employer**

**Name** .....  
**Job Title** .....  
**Address** .....  
.....  
**Phone** ..... **E-mail** .....  
**Can we contact this referee prior to interview? YES / NO**

**b) Other referee**

**Name** ..... **Relationship to you** .....  
**Job Title** .....  
**Address** .....  
.....  
**Phone** ..... **E-mail** .....  
**Can we contact this referee prior to interview? YES / NO**

**SPARE TIME ACTIVITIES**

**ADDITIONAL INFORMATION**

Please give details of any convictions other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

**MEDICAL INFORMATION**

Please state how many days sickness absence you have taken in the last 2 years, giving reasons. This also applies to periods of unemployment when you would have been unfit for work.

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I understand that the Council reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I understand that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed to other members or officers of the Council who require my information for legitimate business purposes.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

**Signed** .....

**Date** .....

**Completed applications should be sent to:**

The Town Clerk, Dorchester Town Council, 19 North Square, Dorchester, Dorset. DT1 1JF

**or: E-mail:** [admin@dorchester-tc.gov.uk](mailto:admin@dorchester-tc.gov.uk)