

WHITWELL PARISH COUNCIL

Job Description

Post: Part-time Parish Handyperson 25 hours per week

Responsible To: Clerk to the Council

Standard Full-Time Hours: 37 hours per week

Responsible for:

Summary of Duties: To carry out inspection, maintenance and repair to property and equipment owned by or under the responsibility and control of the Whitwell Parish Council and Whitwell Community Centre and completion of the required inspection sheets, vehicle logs and risk assessments.

Duties may include those listed in the attached Handyperson schedule of work.

Specific Responsibilities:

1. To ensure that the gardens and grounds of the Community Centre are inspected on a daily basis and any litter or other debris removed and disposed of.
2. To carry out maintenance and tidying of the Rookery at Station Road Whitwell.
3. To ensure that all items of play equipment within the Parish are inspected on a weekly basis with particular emphasis on health and safety and to report all defects to the Clerk of the Council and to immediately make safe or, where this is not reasonably practicable, to immobilise on a temporary basis until repairs can be carried out.
4. To ensure that all grass surfaces around such play equipment is cut to an acceptable standard at regular intervals during the growing season.
5. To carry out all necessary light landscaping activities, such as grass cutting, strimming, weeding and maintenance of flower beds and shrubberies and general tidying, under the control and management of the Clerk of the council.
6. To ensure where necessary that all footpaths within the village, identified by the Parish Council, are maintained to an acceptable level by cutting down vegetation where this has become overgrown, to remove litter and other debris and ensuring that fixtures such as stiles and sign posts are in good order.
7. To report any defects of fixtures which are considered to be hazardous to the health and safety of members of the public and to immediately make safe or, where this is not reasonably practicable, to immobilise on a temporary basis until repairs can be carried out.
8. To ensure that the recreation grounds within the Parish are kept free of litter and other debris.
9. To inspect, maintain and repair where necessary the seats and benches within the Parish for which the Parish Council has responsibility.
10. Weed spraying of areas as necessary – only conducted by suitably qualified Employee.

11. Tree felling, and tree maintenance work - only conducted by suitably qualified Employee.
12. To carry out all necessary work required for additional parish events which may include, amongst others, assisting with the installation of Christmas Trees and associated decorations, Village Gala, Remembrance Sunday, Fire Work Displays, and other extra-ordinary events which the Council conducts.
13. To ensure that all tools and equipment are maintained to an adequate standard and to report any defects and to be responsible, after authorisation, for the professional repair of any such tools and equipment.
14. To project a proper image of the Whitwell Parish Council and the Whitwell Community Centre when dealing with members of the public and to help with the keeping of a safe working environment within the village.
15. To attend any training which the Council may identify and require in order to carry out any specialist aspects of work.
16. Opening and locking up of the Whitwell Community Centre may be required on alternative weekends.
17. Opening and locking up of the skate park as and when required.
18. To work as a member of a team in order to ensure the proper accomplishment of duties and tasks associated with the Whitwell Community Centre and Friendship Hall in the absence of other members of staff due to holidays and sickness, including opening and locking of premises.
19. To work within the current policies and directives of the Parish Council, notably the Lone Worker, Driving at Work and Equal Opportunities Policies.
20. To ensure that, as far as possible and at all times, the place of work within the Parish is known by other members of staff.
21. Completion of all necessary paperwork for the recording of weekly play inspections, health and safety records and risk assessments.
22. To carry out other duties not specifically mentioned above which are commensurate with the responsibilities of the post and from time to time required as requested by Clerk of the Council.

(It is envisaged that Job Descriptions will be reviewed if considered necessary by either party).

I have read and understood the details contained within this job description and schedule of work and agree that I will carry out the duties and responsibilities contained herein.

Signed.....Date.....

Jobhandy PT
 Reviewed September 2021