

**WOODLEY TOWN COUNCIL****JOB DESCRIPTION****Post Title:** **MAINTENANCE OFFICER****Scale:** NJC SCP 18-25**Responsible to:** Maintenance Manager**Hours of Work:** 37 hours per week – Mon to Fri**Job Scope:** To maintain the Town Council's buildings, play equipment and property at open spaces and the allotment site

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**Main Duties:**

1. To maintain and carry out general repairs to Town Council owned buildings and facilities, to include general building and carpentry work, painting and decorating.
2. To monitor stock and condition of equipment and to order appropriate materials, goods and tools, in liaison with the Maintenance Manager.
3. To carry out recorded inspections of Council property and equipment including shelters, seats, notice boards. Carry out recorded inspections of play areas in accordance with ROSPA guidelines and ensure that necessary repairs or action to ensure safety are carried out.
4. To carry out site inspections, emptying of waste bins, litter picking and removal from site of dumped rubbish using the Council's vehicle. (A full driving licence will be required)
4. To manage own day to day workload in liaison with the Maintenance Manager and identify and report on any further works required.
5. To liaise with outside contractors as directed by the Maintenance Manager.
6. To supervise the work of the Maintenance Trainee.
7. To assist the Maintenance Manager in allocating the work of the Maintenance Trainee and provide on the job training in daily tasks and project works.

8. To support the Maintenance Manager in maintaining the maintenance job database and asset management database and an inventory of all tools and plant.
9. To liaise with other Council staff on the timetabling of maintenance work to be carried out at the Council's premises.
10. To be contacted in the event of an emergency on a rota basis. Overtime or time off in lieu will apply in these instances.
11. To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.
12. To ensure the health and safety of resources within the post holder's responsibilities and personal health and safety responsibilities, as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.