



JOB DESCRIPTION - ESTATES

Job title	Estates Maintenance Operative
Responsible to	Town Clerk and Chair of Estates
Line Manager	Town Clerk
Hours of work	25 hours per week
Rate of Pay	SCP scale – LC2 17-24 (Currently £14.95 - £17.16 ph) depending on relevant experience Plus vehicle allowance

Job purpose: to carry out all necessary work relating to the management of areas within the Town that are the responsibility of the Town Council

CEMETERY MAINTENANCE

To carry out all duties involved in the everyday running and maintenance of Caistor Cemetery. To include:

- a. Liaise with the contractors to ensure the grass is cut and maintained well
- b. Keeping all shrubs, hedges and trees managed and tidy
- c. Spraying with weedkiller paths and grave surrounds as necessary to keep them in good order
- d. Emptying of litterbins and removing litter on a regular basis
- e. Maintaining paths, railings and public seats
- f. Carrying out necessary maintenance and improvement work to the Cemetery
- g. Ensuring the rules and regulations regarding the care of graves by relatives are complied with.

PARKS, SPORTS GROUND AND PLAY AREAS

To carry out all duties involved in the everyday running and maintenance of Caistor parks. To include:

- a. Weed spraying as required;
- b. Tree, hedge and boundary maintenance (except where specialist maintenance is needed).
- c. Clearing the beck at Millfields park.
- d. Clean, pressure wash and remove algae from the play equipment and gym equipment as necessary. To paint the play equipment and railings as necessary.
- e. Maintenance to the pavilion as required (unless specialist contractors are needed)

CLENSING DUTIES

- a. Empty the litter bins and dog bins at the parks, litter pick as required and keep the parks free of other hazards eg glass
- b. Litter pick in the town centre – Streets to be confirmed
- c. Sweep pavements and gutters in the town centre - Streets to be confirmed – Bagging and removing to collection point
- d. Clean the bins at the parks and town centre as required
- e. Report any bins which need replacing or fixing to the town clerk.
- f. To keep the Syfer Spring free of litter
- g. Put the green bins out for collection at the town hall, cemetery and congregational churchyard (Sunday evening) and bring them back in once emptied (Monday)
- h. Put the signs out for the market

GENERAL ESTATES MANAGEMENT

To carry out all duties involved with the general maintenance of all Estates Management Committee governed property and also complete a monthly inspection of all assets.
Maintenance to include:

Allotments – To weed spray, hedge cut, strim paths, clear overgrown allotments and any other maintenance which may be necessary as and when the committee requires it.

Churchyard and Congregational Churchyard – To weed spray as necessary; to provide tree and hedge maintenance and liaise with clergy when needed.

Parish Paths – To cut and strim all paths governed under the former LCC parish paths scheme

Town Hall Car Park – To maintain the trees, shrubs and hedges around the car park as necessary

Street Furniture – To carry out an annual Street Furniture survey, log the findings and provide maintenance (eg repairing, cleaning and painting of benches) to ensure that street furniture remains in a good state of repair. To install new items of street furniture (benches, notice boards, signs, litter bins, grit bins signs) when required by the Estates Management Committee

Syfer Spring– To carry out regular inspections and provide maintenance as necessary.

Weed Treatment – To carry out the weed treatment of the Caistor Highway network as considered necessary (and providing agreement has been given by LCC)

Grass verge cutting – To investigate any complaints or concerns received from the public about the cutting of the Highways adopted grass verges in Caistor by the Council's appointed contractor, and report to the Town Clerk.

ADDITIONAL RESPONSIBILITIES

- Carry out any necessary repairs to equipment (eg mower, strimmers, power tools and hand tools) where possible and arrange for specialist servicing/repairs as necessary
- Advise the Clerk when specialist contractors are required, make the necessary arrangements with the contractors (eg arranging visits, obtaining quotes) and sign off work on completion
- Attend Estates Management Committee meetings and present reports as necessary
- Carry out Risk Assessments for all estates management activities and ensure that all risk assessments are up to date and COSHH records maintained. To advise the Clerk of PPE and equipment required to comply with health and safety advice.
- To draw up both on initiative and as a result of suggestions from councillors any proposals for consideration by the Estates Management Committee and Council and advise on the practicability and the likely effects of specific course of action in consultation with the Town Clerk.

- To consider ways to work more efficiently/cost effectively on all areas of work. To research and advise the Council in consultation with the Town Clerk.
- To carry out any other work relating to the management of areas which are the responsible of the Town Council as requested by the Estates Management Committee or the town clerk.

GENERAL POINTS

The Estates Maintenance Operative is expected to:

- Work on his/her own initiative
- Work alongside the Clerk, Council staff and councillors on all matters
- Have regard to current health and safety legislation and comply with the health and safety policy statement and general maintenance guidelines. Raise any concerns regarding health and safety to the Town Clerk.