



SAXMUNDHAM TOWN COUNCIL

JOB DESCRIPTION

ROLE PROFILE	
Role Title:	Maintenance Officer
Salary SCP:	17
Hourly Rate:	£14.95
Location:	The Town House, Station Approach, Saxmundham
Hours:	15 hours per week – over 3 or 5 days
Pension:	Option to join NEST Contributory Scheme
Status:	Permanent
Responsible To:	Town Clerk/Responsible Financial Officer
ROLE OVERVIEW	
<p>The postholder will be responsible for ensuring the maintenance and safety of the Town Council's portfolio of assets including the Market Hall, the Gannon Rooms, the Town House, the Youth Booth, the Memorial Field and the play parks at Seaman Avenue and Chantry Road.</p> <p>The postholder will also be an integral member of the staffing team assisting with monthly markets and events.</p>	
MAIN TASKS	
<p>To check and monitor the state of repair of the Town Council's assets and the functioning of its services and to report any issues to the Town Clerk.</p>	
<p>To carry out minor repairs or maintenance that do not require the engagement of more specialist contractors.</p>	
<p>To engage with contractors as requested by the Town Clerk, report their findings, obtain quotations, and monitor their work to ensure it is completed satisfactorily.</p>	
<p>To monitor stocks of cleaning supplies and other consumables, and to advise the Town Clerk on a timely basis on requirements for replenishing stocks.</p>	

To use the templates and guidance on the Worknest health and safety portal to ensure the Town Council complies with all health and safety responsibilities.

To ensure that all Town Council assets are maintained in a safe, tidy and clean state for users so that their expectations are met.

To ensure that buildings have been left in an acceptable state after hire and report any damage or other concern to the attention of the Town Clerk.

To conduct weekly health and safety checks, record results in the maintenance logs, and report any issues to the Town Clerk.

On a monthly basis, attend the Saturday Market to assist the wider staffing team and stall holders.

To undertake training courses related to the post as required.

To attend and contribute to the Town Council's relevant Committees, if required by the Town Clerk.

To carry out such other tasks as may reasonably be required by the Town Clerk.

To share knowledge to improve processes and build resilience across the team.

PERSON PROFILE

A commitment to maintain a high standard of work including an ability to work on own initiative.

Good communication skills and capable of working with a diverse range of people.

An understanding of health and safety practice, policy and regulation, or ability to rapidly acquire the required level of understanding.

Good working knowledge of the Microsoft package and competency using information technology.

Flexibility in working hours and times as occasional weekend work may be required.