



Job Description

POST:	Maintenance Worker
SCALE:	£8.75 per hour
HOURS:	20 hours per week – 4 hours per day (Monday – Friday, 9am – 1pm) Occasional weekend work may be required.
RESPONSIBLE TO:	Bridgend Town Council Facilities Manager

JOB PURPOSE:

Responsibility for maintaining Bridgend Town Council buildings and assets, including both indoor and outdoor maintenance work within the wards of Oldcastle, Newcastle and Morfa.

JOB DESCRIPTION:

- To complete a schedule of regular watering and feeding of town centre hanging baskets (375), flower towers (12) and flower barrels (2) during summer months;
- To carry out seasonal bulb planting when required;
- To carry out regular cleaning and maintenance of Bridgend Town Council's fixed assets (e.g. benches, litter bins, bollards, Town War Memorial, Randall Memorial), located around the town council wards;
- To complete regular cleaning of 11 phone boxes within the town council wards;
- To complete regular cleaning of 21 bus shelters within the town council wards;
- To carry out gum removal within the town centre using the council's 'gum busting' machine;
- To carry out general outdoor maintenance work (e.g. removal of weeds, clearance of footpaths and steps, graffiti removal etc);
- To carry out a schedule of painting for Bridgend Town Council benches, bus shelters, bollards, railings, milestones and utility boxes as and when required;
- To carry out regular litter picking (including a monthly litter pick and disposal of refuse at Ruhamah Burial Ground, the area around brick surround at the corner of Acland Road with Morfa Street, the area around the Bargain Booze site, the area around Bridgend Town Centre and the surrounding Bridgend Town Centre wards);
- To remove illegal fly posters wherever they are seen;
- To report damage or sites of concern such as fly tipping, abandoned vehicles, road and pavements in need of repair, faulty street lights and other environmental issues;
- To carry out general maintenance work at Bridgend Town Council's 5 allotment sites (including disposal of rubbish);

- To assist the Carnegie House Caretaker with indoor maintenance and manual work as and when required;
- To assist with any work related to the operation of the Arts & Culture Hub;
- To assist with Bridgend Town Council events;
- To take full responsibility for Town Council equipment;
- To encourage a feeling of pride in Bridgend Town Centre;
- To carry out any other general duties as directed by the Facilities Manager.

PERSON SPECIFICATION:

The following attributes represent the range of skills, abilities and experiences relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (v). Attributes marked as (D) are desirable.

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Good general education; • City & Guilds in a relevant trade or equivalent qualification. 	<p>(v)</p> <p>(D)</p>	CV and production of certificates.
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and understanding of Health and Safety principles and safe working practices; • Ability to demonstrate knowledge and experience of inspecting and maintaining equipment and buildings and/or other fixed assets. 	<p>(v)</p> <p>(v)</p>	CV, Interview, references and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Ability to form constructive working relationships with colleagues; • Ability to communicate effectively with public; • Ability to work flexibly and proactively, with a minimum of supervision; • Ability to follow instructions; • Full UK driving licence. 	<p>(v)</p> <p>(v)</p> <p>(v)</p> <p>(v)</p> <p>(v)</p>	CV, interview, references and selection process.