



WITNEY TOWN COUNCIL

APPOINTMENT

OF

MAINTENANCE OPERATIVE

RECRUITMENT INFORMATION

MARCH 2018

WITNEY TOWN COUNCIL

INFORMATION BOOKLET

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If you require any further information please contact Mr John Hickman, Operations & Estates Officer at the address below.

If you have a disability and require any special arrangements in completing the application form or attending for interview please let me know.

**Witney Town Council
Town Hall
Market Square
Witney
OX28 6AG**

Tel: 01993 704379

Fax: 01993 771893

E-mail: info@witney-tc.gov.uk

CLOSING DATE FOR APPLICATIONS

Tuesday 3 April 2018 by 9am

Completed applications should be marked

PRIVATE & CONFIDENTIAL

and addressed to the Town Clerk at the above address

1. WITNEY TOWN COUNCIL HISTORY

The Council

Witney Town Council was created in 1974 following the reorganisation of local government and the disbanding of Witney Urban District Council and is the largest parish within West Oxfordshire.

The residents are represented by 17 Councillors (covering 6 wards) each elected for a term of four years, the next elections will be in May 2019. Each year the Council elects from amongst its Members the Town Mayor and Deputy Town Mayor.

The current political composition of the Council is 15 Conservatives, and 2 Labour & Co-operative.

The Council is managed by the Town Clerk, assisted by a team of Officers, administrative staff, and a small maintenance team.

The Council's Mission Statement is:-

“To seek continuous improvement in the range and quality of services provided by Witney Town Council, in order to improve the quality of life for the people of Witney.”

Corporate Objectives

1. To represent the views and wishes of all the residents of Witney
2. To promote equality of access to all residents
3. To preserve the traditions and identity of the town
4. To work independently and in partnership with others to improve the quality of life, by developing and improving facilities and services to the highest standards, at economic cost
5. To encourage investment in the town, in order to promote the economic well-being of residents

Functions of the Town Council

The Town Council is responsible for the maintenance of many acres of public open spaces and numerous small areas of grass shrubs and trees situated on the scattered housing estates and the inner town sites. These include 14 play parks, one which has a splash park and 4 recreation grounds, a Lake & Country Park, and two cemeteries, one of which was opened in 2004. There is also allotment land on four separate sites around the town.

The sports and recreational facilities consist of two cricket pitches, 12 football pitches, two bowls greens, 12 tennis courts, a crazy golf course and children's play areas.

In addition, there is a Country Park of 29 hectares which includes a lake which has been developed by the Council to provide a natural environment for more tranquil leisure pursuits.

The general grounds maintenance contract for sports and amenity areas and the two cemeteries is currently held by a specialist commercial contractor but the Town Council's direct labour team undertake burials and maintain the Country Park.

The Council employs a direct workforce of six permanent staff who undertake general maintenance of the Council's buildings and facilities.

The Council owns and administers three public halls, two being in the town centre, one of which being the Corn Exchange in Market Square which underwent a recent major refurbishment.

Many small operations – street furniture, tree planting and floral displays complete the readily identifiable Council's functions, although the Council interests itself in anything that enhances the Town appearance and the pleasure of the townspeople. Witney Town Council also provides the Christmas Lights display in the Town and assists with the Switch-On event.

Often the Town Council works in partnership with other authorities and local organisations, in particular West Oxfordshire District Council.

Provision of Services

In addition to the Town Council, Witney is served by West Oxfordshire District Council for services including the collection of Council Tax, refuse collection, environmental health, planning, leisure centres, etc. and Oxfordshire County Council provides education, social services, libraries, roads, street lighting, etc.

Services provided by the Town Council include:

- Planning consultation
- Management of assets, e.g. allotments, Lake & Country park, parks and open spaces etc

- Management of the Town Hall and Town House/Buttercross
- Provision of three public halls – Burwell, Langdale & the Corn Exchange
- Management of the Tower Hill and Windrush cemeteries
- Administration of committee services
- Civic Functions

Meetings

All the meetings are held in the Council Chamber in the Town Hall, Witney and normally commence at either 6pm or 7pm as set at the beginning of each Council year by each Committee.

Staffing Structure

The Council's staff implements the Council's policies and administers and operates the functions and services set out above.

Further information and the latest news on Witney Town Council can be found on the website www.witney-tc.gov.uk or via the APP.

2. JOB DESCRIPTION – MAINTENANCE OPERATIVE



Reporting to:	Works Foreman
Responsible for:	No direct responsibilities
Hours:	37 hours per week
Grade/Salary:	SCP 19 - 22
Location:	The Leys Depot

Job Summary:

The post holder will be required to carry out general maintenance of the Council's facilities and premises under the direction of the Works Foreman to ensure a high standard of public service is provided at all times.

Duties:

Cemeteries

- To carry out grave and ashes excavation and reinstatement in a respectful and sensitive fashion and suitable prepare for funeral, under the direction of the Works Foreman.
- To be present at funerals, as required, ensuring the service is completed without complications, taking receipt of disposal certificates and ensuring burial ledgers are completed as appropriate at the funeral service.
- Prepare Cemetery Chapel for use.
- Locate graves and memorials using cemetery plans.

Building & Equipment Maintenance

- To carry out repairs and routine maintenance to the Council's buildings, fittings, fixtures and equipment. To convey fittings, equipment and stock to other locations.
- To carry out electrical PAT testing on all Council electrical equipment and report any defects to the Works Foreman. Ensure that any defected equipment is removed from use.
- To install, repair and maintain the Council's Christmas Lights on Council buildings.
- From time to time it may be necessary to provide cover for the Caretaker and his respective duties, such as general portage duties including moving furniture and equipment within buildings, preparing rooms for use by hirers and clearing away after use, ad-hoc as directed

Recreation Grounds & Open Spaces

- To install, repair and maintain sports equipment and fittings and assist in their distribution for events as necessary.
- To prepare and keep clean recreation grounds for galas, fairs, circus and other public events.
- To install, repair and maintain play equipment and safety surfaces.
- To prepare and maintain the splash park to the prescribed regime (seasonal) – this may involve working outside of normal business hours such as early morning/weekends.
- Carry out safety inspections to play equipment and areas according to manufacturers or legislative recommendations.
- To install, repair and maintain the Council's street furniture, including bus shelters.
- To construct, repair and maintain the Council's roads, pathways, walls, gates and fences.
- To carry out general grounds maintenance operations, which are not covered by, the Council's ground maintenance contract e.g. bulb, shrub and tree planting, hedging and ditching work. Undertake tree work as required e.g. removing fallen trees, removing low and dangerous branches and felling immature trees. A relevant chainsaw licence will be required.
- To carry out various conservation projects at the Lake and Country Park e.g. construction/repair of bird rafts, erosion repair work, planting etc. and undertake general maintenance of areas including vegetation cutting, litter clearance and dog bin emptying.

Vehicles & Equipment

- To drive and operate Council vehicles, plant and equipment as required in a safe manner and ensure the safety of public/staff and security of vehicles, plant and equipment at all times.
- To carry out routine maintenance and repair work to the Council's vehicles, plant and general equipment and report any defects to Line Manager.

General

- To instruct and provide guidance to Trainees, temporary employees, volunteer workers and work experience students as required.
- Be responsible for themselves and other staff directly supervised in the following key areas: time keeping, reporting accidents and incidents, completion of time sheets, responsible for assets and tools in their control and ensuring the correct PPE and uniform is worn and used.
- To be an appointed person responsible for employee basic first aid and to ensure first aid boxes within the Works Department are kept fully stocked. You will be expected to hold the one day course for 'First Aid for the Appointed Person' certificate.
- To participate in any call-outs and out of hours works if required due to vandalism, public safety or property security.
- To respond to members of the public in a professional and polite manner.
- To maintain records as required of vehicles, plant and personal time sheets.

- To participate in additional training as identified and show a commitment to continuous development.
- To carry out other duties allocated in connection with the operational activities of the Council as directed which are commensurate with the post.
- To be available to participate in the provision of Council events outside of normal working hours e.g. Remembrance Sunday Service and Christmas Lights Switch on Night.

Health and Safety

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

Fairness and Dignity at Work

Actively support the Council's Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

This job description is provided to assist the post holder to know main areas of responsibilities. These may be amended from time to time, without change to the level of responsibility appropriate to the grade of the post

3. PERSON SPECIFICATION

Essential

- A clear understanding of Health & Safety requirements
- Manual handling certificate
- To be available to respond to out of hours emergencies if required
- Holder of a current, clean UK driving licence
- Able to work as part of a team, service orientated, supportive, self-motivated, flexible, and able to demonstrate commitment
- Willingness to obtain further work related qualifications or undertake training as the opportunity arises

Desirable

- Good local knowledge
- Health & Safety qualification
- Trained in grave shoring equipment
- Current First Aid certificate
- NVQ level 1&2 or City & Guilds in a relevant discipline

4. TERMS & CONDITIONS OF EMPLOYMENT

Post Title:	Maintenance Operative
Salary Grade:	Scale Points 19 – 22 £18,746 to £20,661 per annum
Place of Employment:	The Leys Depot
Hours of Work:	37 hours per week (some flexibility is required as some evenings and weekend work will be required – such as providing support at the Christmas Lights Switch-on event and Remembrance Sunday)

There may be a requirement for the post holder to occasionally work additional hours, for which you will be entitled to time off in lieu at a time to be agreed with your line manager. Overtime will not normally be paid.

Employment Status:	Permanent
Pay Period:	Monthly
Pay Arrangements:	Salary will be paid by BACS into a bank or building society account, on or before 25 th of the month.
Allowances:	Casual user car rates at NJC approved rates.
Annual Leave:	23 working days, rising to 28 working days after 5 years continuous Local Government Service (plus 1 extra statutory day at Christmas) plus Bank Holidays.
Pre-employment checks:	<p>Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer), and satisfactory DBS check</p> <p>The Council reserves the right to arrange a medical check</p>
Probation Period:	Six months
Notice Period:	The appointment is subject to one months' notice on either side
Conditions of Service:	Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.
Pension Scheme:	Employees with a contract of employment for three months or more are eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions.

Contributions range from 5.5% - 12.5% of whole time equivalent salary plus pensionable allowances, and are assessed annually in accordance with the Council's Pensions Policy Statement. The contribution rate for the salary range of this post will be 5.8% [£13,701 to £21,400]

Further information on the Local Government Pension Scheme can be found at <https://www.lgpsmember.org/thinking-joining.php>