

WITNEY TOWN COUNCIL

APPOINTMENT

OF

**SENIOR MAINTENANCE OPERATIVE**

RECRUITMENT INFORMATION

SEPTEMBER 2019

**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**](mailto:info@witney-tc.gov.uk)

**CLOSING DATE FOR APPLICATIONS**

**9am on Wednesday 25 September 2019**

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 being in May 2022. Each year the Council elects from amongst its Members the Town Mayor, Deputy Town Mayor and Leader.

The current political composition of the Council is 10 Labour & Co-operative, 6 Conservatives, and 1 Green.

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 three parks and recreation grounds, a Lake & Country Park, and two cemeteries. There is also allotment land on four separate sites around the town, with a further site planned at the Windrush development to the west of the town.

The sports and recreational facilities consist of two cricket pitches, 12 football pitches, two bowls greens, 12 tennis courts, an adventure golf course and children’s play areas, with the tennis courts and adventure golf being run by an external party.

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, general maintenance and maintain the Country Park.

The Council employs a direct workforce of seven permanent staff who undertake general maintenance of the Council’s buildings and facilities and seasonal staff are employed as leisure facilities attendants.

The Council owns and administers two public halls, constituting the Corn Exchange in the heart of Witney and the self-contained Burwell Hall on the Thorney Leys Estate. The Council also owns the Langdale Hall and Madley Park Hall which are both currently run by external parties.

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.

Often the Town Council works in partnership with other authorities and local organisations, in particular West Oxfordshire District Council. The relationship between the Town Council’s Officers and Officers of the District Council and County Council is excellent and is of considerable benefit to all parties.

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
* Provision of two public halls – Burwell and the Corn Exchange
* Management of the Tower Hill and Windrush cemeteries
* Administration of committee services
* Civic Functions

**Meetings**

Meetings are held in the Council Chamber in the Town Hall and the Corn Exchange, 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.

##### A copy of the staffing structure is enclosed.

Further information and the latest news on Witney Town Council can be found on the website [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk) or via the APP.

**2. JOB DESCRIPTION – SENIOR MAINTENANCE OPERATIVE**

**Reporting to:** Operations & Estates Officer

**Responsible for:** Staff - Supervising the Maintenance Team

**Hours:** 37 hours per week

[Flexible as some early mornings/evenings and week-end work will be required, as well as being on a rota for emergency call outs]

**Grade/Salary:** SCP 19 – 22: Currently £24,799 to £26,317 per annum

**Depot Location:** The Leys

**Job Summary:**

The post holder will be required to carry our general maintenance of the Council’s facilities and premises under the direction of the Operations & Estates Officer to ensure a high standard of public service is provided at all times

As Senior Maintenance Operative, the postholder will be required to supervise the Maintenance Operatives on a day to day basis.

**Duties:**

1. Staff Supervision

* To supervise the Maintenance Operatives on a day to day basis - establishing and organising work programmes accordingly, setting work priorities to meet the Council’s objectives.

2. Cemeteries

* To support the Operations & Estates Officer with the management of the cemeteries and closed churchyards
* With regard to burials, ensure that all funeral services are carried out within agreed timescales and in a dignified and orderly manner.
* Ensure the area is prepared and safe for use and resolve any problems that occur, taking necessary immediate action, in a sensitive manner and to work closely with Funeral Directors, officiants and the bereaved.
* Ensure receipt of disposal certificates and burial ledgers are completed as appropriate at the funeral service.
* Ensure that the Cemetery Chapel is prepared for use and secured at all times
* Assist with the allocation of burial plots and issue instructions with regard to the position and sizes of graves and required shuttering/shoring system to the excavation staff.
* Locate existing and new graves and memorials using cemetery plans and mark out new grave sections from plans and ensure unmarked grave plots are suitably marked with the tagging system issued.
* Ensure that all work carried out by Works Team and Contactors within the cemetery is undertaken in accordance with cemetery regulations and current statutory legislation.
* Carryout memorial testing (under the guidance of the Operations & Estates Officer) within the cemeteries and record findings, ensuring that any defected memorials are made safe and the Operations & Estates Officer informed

3. 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 Operations & Estates Officer. Ensure that any defected equipment is removed from use.
* To install, repair and maintain the Council’s Christmas Lights on Council buildings(currently contracted out – but if brought back in house this requirement may arise).

4. 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 ensure the splash park is prepared and maintained to the prescribed regime (seasonal) – this may involve working outside of normal business hours such as early morning/weekends (some of this work is currently contracted out to the Council’s Grounds Maintenance Contractors).
* 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 and any other infrastructure the Council takes on in the future.
* 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, and litter clearance.

5. 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 the Operations & Estates Officer.

6. 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 (or be prepared to undertake as soon as practicable) the three day First Aid at Work Course.
* 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.

**3. PERSON SPECIFICATION – MAINTENANCE FOREMAN**

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| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| Education and Training | Good general education  Full Clean Driving Licence  Relevant qualifications such as:   * IOSH or other Health & Safety qualification * NPTC Chainsaw * Manual handling certificate * First Aid training | Horticultural knowledge  Cemetery qualification  PAT Testing  Fire Warden qualification  Trained in grave shoring equipment |
| Relevant Experience | Supervising/managing a small team  Working in cemeteries/ Experience grave digging  Working outdoors throughout the year  General building or other discipline such as electrical, plumbing etc  Experience of using mechanical equipment such as chainsaws, dumpers, tractors etc | Good local knowledge  Experience of   * event management * maintaining sports pitches * managing projects * estate management, surveying, and building services/engineering |
| Knowledge | Awareness and an understanding of security, fire regulations, and managing risks  Knowledge across a range of maintenance skills appropriate to the role |  |
| Skills and Abilities | Good communication and interpersonal skills  Able to work effectively as part of a team  Organised, able to multitask and have ability to cope with conflicting demands, and deadlines  Able to use a computer/smart phone/tablet  Literate, numerate and able to maintain records and complete written forms  Problem solving |  |
| Other attributes | Able to work flexibly to cover duties outside of the ‘normal working day’ when necessary including early mornings, evenings and weekends to suit the needs of the business  Able to be a keyholder and attend emergency out of hours call outs on a rota with other senior officers  Be a team player, supportive, self-motivated, flexible, and able to demonstrate commitment  Posses a friendly and helpful disposition  Able to give/follow instructions and procedures  Ability to work with minimal supervision  Physically fit  Willingness to support wider Council services and events as and when required |  |

**4. TERMS & CONDITIONS OF EMPLOYMENT**

**Post Title:** Maintenance Foreman

**Salary Grade:** SCP 19 – 22: Currently £24,799 to £26,317 per annum

*The salary is in accordance with the National Joint Council pay rates. Salaries increase in line with the annual increase negotiated by the National Joint Council for Local Government Services*

**Place of Employment:** The Leys Depot

**Hours of Work:** 37 hours per week [Flexible as some early mornings/evenings and week-end work will be required, as well as being on a rota for emergency call outs]

*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:** The appointment is permanent and full time

**Pay Period:** Monthly

**Pay Arrangements:** Salary will be paid by BACS into a bank or building society account, on or before 25th of the month.

**Car Allowances:** The post holder is not required to use their own vehicle; however it is a condition of the appointment that the post holder maintains a current driving licence.

**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:** Any offer of employment will be subject to two satisfactory references being received (one from the present of previous employer), and satisfactory DBS check

The Council reserves the right to arrange a medical check

**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 and the following table:

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| **Band** | **Whole-time equivalent pay range**  **(based on pensionable earnings)** | **Employee Contribution rate (%)** |
| 1 | Up to £14,400 | 5.5% |
| 2 | £14,401 to £22,500 | 5.8% |
| 3 | £22,501 to £36,500 | 6.5% |
| 4 | £36,501 to £46,200 | 6.8% |
| 5 | £46,201 to £64,600 | 8.5% |
| 6 | £64,601 to £91,500 | 9.9% |

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