

## *Job Description*

<b>Job Title:</b>	Handyman/woman
<b>Location:</b>	Ashurst Wood
<b>Responsible to:</b>	Clerk, Ashurst Wood Village Council
<b>Hours:</b>	5-hours per week, approximately

### **Overall Responsibilities**

To provide a professional caretaker and maintenance service to the Village ensuring that satisfactory standards are maintained and health and safety considerations are observed at all times.

### **Main Duties**

1. To clean and maintain the Council's street furniture, including bus shelters, bins and benches. To monitor their condition and report any major issues to the Clerk.
2. To ensure the tidiness of the village with regular litter picking especially:
  - John Pears Recreation Ground including the play area and car park
  - The Recreation Ground including the play area
  - the War Memorial.
3. To ensure the Village notice boards are clean and to carry out minor maintenance as needed.
4. To remove out-of-date or inappropriate notices that may have been displayed around the village and on the notice boards.
5. John Pears Pavilion:
  - To carry out regular (2-weekly) fire alarm checks and record in the book
  - To clear gutters of leaves
  - To maintain the plant borders outside the Pavilion – to clear weeds/weed control
  - To report to the Clerk any issues with the building and outside area.
6. John Pears Recreation Ground:
  - To carry out regular checks of the Street Snooker Wall and the Gym Equipment as per the risk assessment and check list; and to keep the area tidy.
7. Village Council Office and Stores:
  - To keep the stores clean and tidy and report any damages
  - To keep the area around the stores and front of the office tidy, to include leaf and cobweb removal
  - To clear the gutters.
8. To carry out regular (weekly) checks of the defibrillators and to complete the record sheet.
9. To put up the Speed Indicator Device (SID) in approved areas around the village on a 6-weekly rotation and to replace and recharge the batteries as necessary.
10. To monitor the dog waste bag dispenser units at Dirty Lane, John Pears and the Rec and to replenish the bags as necessary.
11. To cut back vegetation that obscures signs.
12. To clean dirty road signs where accessible, or to report them.

13. To assist with the maintenance of Dors Patch, Bishops Green and the War Memorial, and with other maintenance work around the village, as required.
14. To assist at the Council's events such as the Christmas Market, Summer Events, Annual Village Meeting, Remembrance Service, and any other events that may occur from time to time. This will include displaying notices, setting up event, clearing up, and taking down notices.
15. To submit regular reports about highways issues such as blocked drains, potholes, overgrown vegetation to West Sussex County Council through the website.
16. To act as the Council's contact for external contractors, representing the Council in a professional manner, to monitor their work and report to the Clerk. This includes contractors emptying litter and dog bins.
17. Winter Management:
  - To undertake grit bin audit and replenish supplies in grit bins
  - To assist with clearing ice and snow from pavements and key junctions (liaising with volunteers and contractors where appropriate).
18. To undertake relevant training to ensure continued personal development relevant to the area of work.
19. To perform other duties that the Clerk as your line manager may consider appropriate and that are reasonable to the job's role.

This job description is not exhaustive, but is provided to assist the postholder to know what her/his main duties are. It may be amended from time to time without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder.

Date: .....

Signed: Clerk: .....

Handyman / woman:.....