**Job title:** Lengthsman

**Reporting to:** Town Clerk

**Hours of Duty:** 30 hours per week. Worked in seasonal shift patterns,

including occasional out-of-hours, bank holiday and weekend work.

**Salary:** £18,278 pro-rata per annum

**JOB PURPOSE**

To carry out the maintenance and repair of the town’s open spaces, verges, properties and assets as and when required. To undertake any other duties commensurate with the post.

**MAIN RESPONSIBILITIES**

1. Maintaining land, equipment and property in the ownership of the Council.
2. Work to include grass cutting, hedge trimming, maintenance of trees, planting, control of weeds and other vegetation, litter picking, clearing fly tipped refuse and sweeping.
3. Care and maintenance of the town’s open spaces
4. Low-level repair and general maintenance of the town’s properties and assets
5. Site clearances, general cleaning and litter-picking
6. To report faults and vandalism to street work, furniture and equipment and to undertake minor repairs if required
7. Minor highways’ repairs
8. Cleaning of gullies, ditches and sewers
9. Verge-cutting and maintenance
10. Removal and control of weeds and other vegetation
11. Grass cutting
12. Checking and maintenance of public rights of way
13. To undertake other duties as allocated within the general remit of this post, including assisting the council’s Handyman and Cemetery teams.
14. Undertake repair and maintenance work including metalwork, joinery, painting, small scale graffiti removal, etc. to the Council’s various buildings, structures and grounds; construction projects to provide open spaces, steps, footpaths etc.
15. Undertake minor repair and maintenance work to vehicles, plant and other equipment, and to operate portable machinery both owned and hired by the Council.
16. Undertake regular inspections of all the Town Council’s properties identifying necessary repairs and desirable improvements.
17. Such other duties appropriate to the responsibility of the post as required from time to time by the various Committee Chairmen or the Town Clerk/Deputy Clerk.
18. To remain contactable via a Council mobile phone, kept charged and on during your hours of work so you can be contacted quickly in the event of an emergency.
19. Liaise on a daily basis with your supervisor and colleagues regarding the day’s tasks and priorities and to attend meetings and updates as required.

**Duties and Responsibilities**

**General**

1. To deal effectively with general queries from members of the public and to present a positive and professional image of the Council at all times.
2. To take reasonable care for your health and safety, wear PPE during the course of your duties and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation and Council Codes of Practice and Procedures. Also to consider the impact of your work on public use and enjoyment of our sites.
3. To undertake any training deemed necessary to ensure the safe and proper performance of your duties and to comply with any changes in legislation or working Codes of Practice.
4. To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
5. To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council’s approach to equality and diversity.
6. To adhere to the Council’s existing working practices, methods, policies, procedures and development activities and to respond positively to new and alternative systems.

This job description represents a statement of the duties of the post but is not exhaustive. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Council expects this job description to be subject to future revision.