



ST. AGNES PARISH COUNCIL

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Vacancy: Multi-Skilled Technician (handyperson)

Part-time: Minimum 16 hours per week average
12-months initial period – potentially permanent thereafter
Salary Scale Point 23 (£11.27ph – pay award pending)
Starting January 2019 or soon after

St Agnes Parish Council require a skilled handyperson to undertake a wide variety of repairs and maintenance tasks across the Council's property and street furniture. The role will average at a minimum of 16 hours per week over the course of the year, with seasonal peaks in workload. Specific days of work are open to negotiation, though the Council will need a flexible and reliable person to adapt to the demands of the role.

The post-holder will work across the Parish, which includes Porthtowan, Mount Hawke, Mithian and Blackwater – in both indoor and outdoor environments. Candidates will need access to an appropriately insured vehicle and travel between sites will be reimbursed at 45p per mile. Appropriate Personal Protective Equipment will be provided.

This is a new role within the Council, which has expanded recently to take on the management of three sets of public toilets, two car parks, and a library (pending) in addition to its existing Council office building, 2 allotment sites, cemeteries and various other spaces in the Parish. The skilled handyperson is an important element of the Council's expansion and the successful candidate will be supported by other Council staff where possible to settle in to the role and establish a sensible work pattern. The position will primarily and initially be working alone, though there may be scope to appoint an assistant at appropriate times.

The Council is part of the Local Government Pension Scheme (Cornwall Pension Fund – employer contribution currently 18.7%) and all its employees are entitled to join if they request to do so. The position is initially for a 12 month period, but with potential to convert into a permanent position.

To apply, a completed application form must be submitted by the deadline date. This can be by email, post, or in person. CVs can also be submitted alongside application forms, but CVs alone will not be considered.

Closing date: 6th January 2019

Interviews are planned to be held on 15th January. The role will start as soon as possible.

For an application form and further details please visit www.st-agnes-pc.gov.uk, or email planning@stagnes-pc.gov.uk.

Job Description: Multi-Skilled Technician (handyperson)

Purpose: To maintain high standards of maintenance of Council and community assets within the Parish.

Main duties/responsibilities

- Cleaning, painting, and maintaining bus shelters, noticeboards and benches;
- General plumbing and mechanical repairs at the Council buildings and public toilets;
- Strimming of vegetation around street furniture and public toilet buildings;
- Occasional internal decorating (painting);
- Grounds maintenance of shared spaces at two allotment sites;
- External cleaning and tidying/weeding, litter picking around Council buildings and car parks;
- Cleaning signs and graffiti removal.
- Awareness and implementation of health and safety responsibilities as an employee.
- Fulfil necessary administrative tasks associated with the responsibilities of the post e.g. Time sheets, maintenance fault log reporting, consumables ordering.
- Being courteous and friendly to members of the public as the 'face' of the Parish Council.
- Take a flexible approach in order to meet the Council's requirements.
- To provide appropriate basic tools for the role.
- Undertake other duties that may be required from time to time within the general scope of the post.

This job description is based on current perceived needs and is subject to a three-month review in the first instance. The position is initially for 12 months, but with a view to potentially converting into a permanent position thereafter.

Person Specification: Multi-Skilled Technician (handyperson)

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> • Good literacy and numeracy 	<ul style="list-style-type: none"> • Plumbing qualifications • Carpentry qualifications • Certification for use of various landscaping machinery • English and Maths GCSEs or equivalent • Health and Safety training • COSHH training
Experience, skills and knowledge	<ul style="list-style-type: none"> • Previous experience of maintenance and repair work: plumbing, DIY, carpentry, landscaping; decorating. • Excellent organisational and prioritising skills. • Ability to assess the needs of the position and devise a work schedule. 	<ul style="list-style-type: none"> • Working knowledge of Health and Safety at Work Act and COSHH regulations. • Local knowledge of St Agnes/Porthtowan.
Personal qualities	<ul style="list-style-type: none"> • Enthusiastic and self-motivated. • Takes responsibility and displays accountability. • Methodical and well organised. • Friendly manner with the public. • Uses initiative. • Willing to attend training as necessary. 	<ul style="list-style-type: none"> • Proven ability to react and adapt to situations if circumstances change. • Willingness to undertake further training and expand the role in future years. • Ability to work with others and delegate effectively.
Additional information	<ul style="list-style-type: none"> • Physical fitness for undertaking tasks. • Access to a car/ability to get around the Parish. 	<ul style="list-style-type: none"> • Full driving licence.