



# ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil  
Parish Rooms, 17 Vicarage Road  
St Agnes, Cornwall  
TR5 0TL

01872 553801  
[clerk@stagnes-pc.gov.uk](mailto:clerk@stagnes-pc.gov.uk)  
[www.stagnes-pc.gov.uk](http://www.stagnes-pc.gov.uk)

## Vacancy: Maintenance team support worker

Part-time: 24 hours per week (3 full days)

Permanent

Salary Scale Point 7-12 (£11.63ph - £12.73ph) depending on skills and experience

Starting ASAP

St Agnes Parish Council requires a Maintenance team support worker to deliver first class services for the local community and visitors. In particular, the Council seeks candidates with plumbing skills amongst others to help conduct routine repairs and maintenance.

The Parish Council manage the Public Rights of Way (PROW) across the parish and a section of the South West Coast Path. Our maintenance team care for and manage hedges and trees, bus shelters, benches and public green spaces. The Council are responsible for public toilets facilities at Porthtowan, St Agnes (Churchtown) and Trevaunance Cove, and will strive to make them the best facilities in the region.

The successful candidate will work within the maintenance team (two other people) at various sites including three sets of public toilets, two car parks, a library, the Council office building, 2 allotment sites, cemeteries and various other spaces in the Parish. The successful candidate will be supervised by the maintenance team leader and helped to settle into the role and establish a sensible work pattern. The Council's Environment & Property Manager works closely with the maintenance team to establish work routines, and the successful candidate must be able to work effectively as a team member and be able to take instruction. The post holder will be key to portraying a strong and positive public image of the Council.

Annual leave entitlements are 22 days (pro rata) plus two extra statutory days, and the post-holder must be available to cover sickness leave for colleagues from time to time.

The Council is part of the Local Government Pension Scheme (Cornwall Pension Fund – employer contribution currently 19.6%) and all its employees are entitled to join if they request to do so. The position is permanent.

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: 10<sup>th</sup> October 2023**

**Interview date: 17<sup>th</sup> October 2023**

The Start date is ASAP.

For an application form and further details please visit [www.st-agnes-pc.gov.uk](http://www.st-agnes-pc.gov.uk), or contact [epmanager@stagnes-pc.gov.uk](mailto:epmanager@stagnes-pc.gov.uk) or 01872 553801.

## **Job Description: Facilities Operative**

Purpose: To work within the maintenance team to conduct routine repairs and maintenance to Council property and associated spaces.

### **General Main duties/responsibilities**

- Tasks include:
  - Strimming & mowing
  - Pruning, hedge cutting & basic tree care
  - Public Rights of Way maintenance
  - Repairs – including basic plumbing
  - Litter picking
  - Assisting with projects such as painting.
- Be aware of health and safety responsibilities as an employee with particular note to COSHH.
- Fulfil necessary administrative tasks associated with the responsibilities of the post e.g. Time sheets, maintenance fault log reporting.
- Be courteous and friendly to members of the public as the 'face' of the Parish Council.
- Take a flexible approach in order to meet the service user requirements.
- Undertake other duties that may be required from time to time within the general scope of the post.

### Person Specification: Facilities Operative

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"> <li>• Good literacy and numeracy</li> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety training</li> <li>• COSHH training</li> </ul>
Experience, skills and knowledge	<ul style="list-style-type: none"> <li>• Practical DIY skills.</li> <li>• Plumbing skills.</li> <li>• Practical gardening experience -strimming, mowing and using hand held and battery operated tools</li> <li>• Basic tree care.</li> <li>• Excellent interpersonal skills.</li> <li>• Excellent communication skills and ability to work with line manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Health and Safety at Work Act and COSHH regulations.</li> <li>• Local knowledge of St Agnes/Porthtowan.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Enthusiastic and self-motivated with a strong work ethic.</li> <li>• Takes responsibility and displays accountability.</li> <li>• Methodical and well organised.</li> <li>• Scrupulous attention to detail.</li> <li>• Friendly manner with the public.</li> <li>• To have accommodating and cooperative working relationships with colleagues.</li> <li>• Excellent communication and teamwork.</li> <li>• Willing to attend training as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to react and adapt to situations if circumstances change.</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>• Physical fitness for undertaking outdoor tasks.</li> <li>• Ability to work flexible hours.</li> <li>• Full UK driving licence.</li> </ul>	