

LLANELLI RURAL COUNCIL

JOB DESCRIPTION

POST TITLE:	MAINTENANCE OPERATIVE
GRADE:	SCALE 4 (SCP 7-11) £24,294 - £25,979
RESPONSIBLE TO:	MAINTENANCE SUPERVISOR
SUPERVISORY RESPONSIBILITY:	NOT APPLICABLE

JOB PURPOSE

1. To provide an efficient maintenance labour support service to the Council.

MAIN RESPONSIBILITIES

1. To contribute to the effective management of the Council as a whole and to work as part of a team.
2. To contribute towards the development of a culture within the Council which is customer focused, committed to securing best value and to providing high standards of service and the promotion of Health and Safety.
3. To act in accordance with the Council's Health and Safety Policy and supporting procedures and to comply with all statutory regulations and the legal requirements of Health and Safety which may, from time to time, be applicable or in force.
4. To fulfil all personal obligations and requirements with regard to the Council's policies and procedures with particular emphasis on equal opportunities, customer care, security, work standards and promotion of the Council's values.

HOURS OF DUTY

37 hours per week: 8.00 am to 4.00 pm Monday to Thursday
8.00 am to 3.30 pm Friday

You may also be required to work additional hours as and when necessary which will be paid as overtime.

PLACE OF WORK

Your base will be at the Llanelli District Cemetery, Swansea Road, Llanelli, but you will be required to work at various sites throughout the council's area of work.

SPECIFIC DUTIES

(Not in order of priority)

1. Assets, properties, recreation grounds, play areas, cemetery
 - 1.1 To provide a direct maintenance support service.
 - 1.2 To provide a general labour support service.
 - 1.3 To assist in the maintenance and general upkeep of council buildings particularly the maintenance of the Council offices, depots, community facilities and cemetery. Undertake activities using craft skills, e.g. interpretation of plans, site preparation and construction such as kitchen re-fitting, painting, basic plumbing, carpentry, plastering, brickwork, roof repairs etc.
 - 1.4 To operate various items of machinery and equipment, including: commercial mowers, tractors, powered attachments, trailers, excavators, vehicle fleet, commercial strimmers, hedgecutters etc.
 - 1.5 To undertake basic maintenance and operator adjustments of machinery and equipment, such as basic daily safety checks for oil, water, tyres, lights, greasing lubrication points etc. Cleaning, setting and replacing of consumables such as spark plugs, cleaning air filters, adjusting and changing grass cutting blades, drive belts etc.
 - 1.6 To provide general grounds maintenance service in accordance with the approved specifications including:
 - the preparation and maintenance of bowling greens and cricket wickets;
 - the application of pesticides sprays to weeds and grassed areas;
 - the on-going maintenance of footpaths;
 - the on-going maintenance of parks and play grounds;
 - inspection, installation and repair to play equipment;
 - preparation, excavation and maintenance of graves;
 - maintenance of cemetery grounds;
 - maintenance of woodlands and reservoir environs.
 - 1.7 The transportation of supplies and materials from site to site.
 - 1.8 To provide a general portage service between community halls and at Council offices.
2. **Cemetery services – specific duties**
 - 2.1 In accordance with the approved specifications and in reference to the relevant official digging order document: set out or locate and safely excavate a grave by the use of appropriate tools and equipment demanded by the local circumstances to the required dimensions and in such conditions to ensure that it will receive a coffin at the prescribed date and time.
 - 2.3 To maintain all areas of the cemetery grounds, including the surfaces of graves in a safe and satisfactory condition as determined by the Council specifications.

- 2.4 To assist in the maintenance of the cemetery grounds including:
- the operation of mowers, both conventional and ride on
 - strimming all areas of the cemetery grounds, taking particular care when strimming around and near memorial headstones and kerbstones
 - transportation of materials and soils throughout the cemetery by use of utility vehicles
 - applying herbicides/pesticides/sprays to weeds and grassed areas of the cemetery at various times throughout the growing seasons.
 - the collection and removal of litter from the cemetery, including the emptying of litter bins and the collection of wreaths etc from graves for disposal.
 - Adding topsoil to graves, levelling and grass seeding at the appropriate time.
 - Planting and maintenance of trees, flowers, shrubs.
- 2.5 To assist with all aspects of the Memorial Safety Inspection and Testing programme, including temporarily making safe memorials as the case may be.
- 2.6 To support and monitor funeral directors and members of the public during funeral and commemorative services.
3. General
- 3.1 To continually support and liaise with the Maintenance Supervisor, Maintenance Chargehand and the Technical and General Operations Manager on all areas of activity/work.
- 3.2 To work with minimal supervision and accept responsibility for the mentoring and training of colleagues. To actively use initiative contributing to problem solving.
- 3.3 Ensure personal protective equipment is in good order and used at all times.
- 3.4 Ensure that all plant and machinery is in a safe, roadworthy and good working order and that all safety guards and features are fitted and used when applicable.
- 3.5 Have charge of and be responsible for resources of a significant value and nature.
- 3.6 To undertake such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties and as seen fit by the council.

Note: This job description reflects the position at the present time only and may be subject to change in the future.

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