

Wanted 2 x Handypersons for job-share

The Handypersons will be responsible to Llanidloes Community Council.

Llanidloes Community Council would like to invite candidates for the roles of Handyperson to undertake light physical duties which will be predominantly outdoors; routine maintenance and conducting inspections, under the direction and management of the Council through the Clerk to the Council.

This is a responsible post covering a range of duties for which the Community Council is responsible.

MAIN DUTIES

Public Conveniences

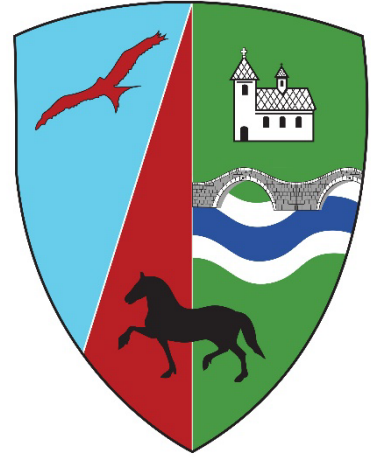
- Opening, closing and cleaning of toilets
- Regular inspection and maintenance of all areas.
- Occasional internal decorating (painting);
- External cleaning and tidying/weeding, litter picking etc;
- Carry out minor improvements when required.

Other duties

- External cleaning and tidying/weeding, litter picking etc;
- Cleaning signs and graffiti removal.
- Fulfil necessary administrative tasks associated with the responsibilities of the post e.g. Time sheets, maintenance fault log reporting, consumables ordering.
- Report any damage to or unauthorised removal of Community Council property.
- To be available at short notice to carry out emergency repairs or make safe damaged property when required.
- To improve, clean, maintain, paint and repair other property of the Community Council, eg. bus shelters, noticeboards and seats around the village.
- Must be aware and implement health and safety responsibilities.
- To provide appropriate basic tools for the role.
- Collection of materials or equipment from local suppliers when required.
- Support the Market Manager in the assembly and dis-assembly of stalls and clearing up after.
- Such other additional duties commensurate with the nature of the role which may be assigned as necessary.

THE SUCCESSFUL APPLICANT

1. A basic level of literacy is required. There is some administration, visual checks and weekly inspection checklists to follow and complete.
2. Good interpersonal skills are sought, as the Handyperson will represent the Community Council when dealing with the public.
3. The Handyperson will be able to work on their own initiative, be able to carry out manual duties, be competent at DIY and minor repairs.
4. A flexible approach would be required as the Handyperson would be required to respond to occasional call outs to locations in an emergency.
5. The successful applicant will need to have their own transport and be prepared to convey Community Council equipment.



ADDITIONAL INFORMATION

Hours: 2 x 8 hours

Pay: £10.42 per hour.

Monthly time sheets to be submitted.

Probationary Period:

Permanent appointment will be confirmed, subject to satisfactorily completing a 3 month trial period commencing (to be agreed at interview)

Applications:

Must be received by noon Friday 21 April 2023

References:

Candidates invited for interview will be required to provide two suitable references.

Interviews will be held at a mutually convenient date/time

This job description is based on current perceived needs and is subject to a three-month review in the first instance.