



Accountability: Under the direct supervision and responsibility of the Clerk your place of work to report to is Heath Hayes & Wimblebury Parish Council, Hayes Green Community Centre, 11 Hawks Green District Centre, Heath Way, Heath Hayes, Staffs, WS12 3XP. Your work will be around all areas of the Parish.

Essential Characteristics:

- To be able to communicate effectively with a wide range of people including members of the Public, Councillors, Contractors and the Police.
- To work with diversity, without supervision and use your own initiative
- To be motivated and enthusiastic

To be able to drive and have a full driving licence and own vehicle

JOB DESCRIPTION
<p>Parish Handyperson / Gardener</p> <p>Hourly Rate £9.65 Spinal Column SCP 3</p> <p>10Hrs per Week</p> <p>Allowances: The Council will pay £12.00 per month for the job holder to provide tools and equipment and any protective clothing.</p> <p>Expenses: Expenses must be authorised before purchased and claimed back with the original copy of the receipt, an expense form filled in. Expenses will be reimbursed monthly to run aside the salary Bank payment. Mileage will be payable when collecting materials to complete specific tasks, previously agreed with the Clerk at a rate of £0.45 per mile.</p>
<p>Duties comprise:-</p> <ul style="list-style-type: none">• Hedge trimming, weed treatment, leaf clearance, planting, pruning, seeding and other general maintenance or horticultural requirements. Snow clearance when required.• Litter picking around the whole of the Parish• Seasonal activities i.e., Christmas Decorations/Erect Christmas Trees/Best Kept Village Competition. Remembrance Parade• Updating of Notice Boards• Checking of all four Defibrillators in the Parish to ensure they are working and if not report any issues to the Parish Clerk.• Photographic evidence of work completed, Council requires before and after photographs of work completed, to upload onto the Council Website and Facebook page, ensuring residents see the benefit to the area.

On Council owned land Cannel Mount

- Litter Pick
- Keep paths clear
- Cut back shrubbery
- General Maintenance of the area
- Other works required

MAINTENANCE OF ALL PARISH COUNCIL PLAY AREAS, BENCHES, BUS SHELTERS AND GENERAL STREET FURNITURE

Duties comprise:-

- Checking all street furniture to ensure in good condition and to deal with repairs, maintenance and cleaning on a regular basis.
- Regular assessment of condition of benches within the Parish.

The Council is responsible for the:

- 2 benches at Heath Hayes Memorial Gates
- 1 Bench at Wimblebury Memorial
- 1 Bench at the Library
- Notice Board at Heath Hayes Library

ADVISE IF PLAY AREAS, BENCHES, BUS SHELTERS AND GENERAL STREET FURNITURE REQUIRE WORK

- Checking of Bus shelters and reporting any issues re vandalism or if shelter needs repair to the Parish Clerk.

LITTER PICKING

All activities are carried out giving due deference to the safe system of work for litter pickers (including other debris) i.e.

- Dealing with sharp items of litter e.g. broken glass, cans etc.
- Dealing with faeces, vomit, condoms etc. with biohazard risks
- Contact with thorns, spines etc. in shrubbery
- Encounters with wasps and other insects, rodents and associated food wastes
- Manual handling of litterbins sacks etc.
- Exposure to weather conditions
- Responsible for recognising the extent of their own personal liabilities under health and safety law, ensuring that they are fully conversant with their own health safety duties.

Personal Qualities:

- This role requires an ability to respond to change on a day-to-day basis as some of the tasks that are undertaken need a flexible approach.