



# Bishop's Stortford Town Council

The Old Monastery, Windhill  
Bishop's Stortford, Herts, CM23 2ND

## **JOB DESCRIPTION: OUTDOOR WORKER/ HANDYMAN** **Contract from May 2021 to September 2021**

### **GENERAL**

To work as part of the Grounds Maintenance Team, and to carry out day to day maintenance work on the Council's owned or managed buildings, vehicles and equipment.

### **GROUNDS MAINTENANCE**

Carry out grounds maintenance work as instructed, either solely or as part of a team.

Ensure all work carried out is done so under the best Health and Safety guidelines.

Ensure work is carried out in a professional and courteous manner.

### **PROPERTY MAINTENANCE**

To carry out maintenance tasks assigned to you to a high standard, on the Council's owned or managed properties, to ensure best value for the Council.

To identify when it would be necessary/prudent to call in outside contractors.

Liaise with the Maintenance Manager on programmes for works.

When working in close proximity to the general public, ensure courtesy and politeness at all times.

### **CEMETERY**

To work with the Manager, Office Staff, Funeral Directors, Clergy and members of the public, to ensure that funerals conducted at the Cemetery are well managed and achieve a high level of customer satisfaction.

### **SPLASH POOL**

To help in all aspects of maintenance of the splash pool.

### **VEHICLE FLEET**

Liaise with the Manager and Office Staff to ensure that the fleet of minibuses and vehicles owned by the Mini Bus Trust and the Town Council are kept in a good clean. Road worthy condition and assist hirers in the operation of seat removal, tail lift operation, wheelchair securement, etc.

### **EVENTS**

You will be expected to help and attend, if needed, at all events arranged by the Town Council.

### **OTHER**

Other duties as reasonably requested by the Maintenance and Cemetery Manager or Chief Executive Officer.

### **HOURS**

37 hours per week, working Monday – Friday, and being on rota for weekend working, with time taking off in lieu.