



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

91 Brize Norton Road, Minster Lovell,  
Witney, Oxon. OX29 0SG

Email info@minsterlovell-pc.gov.uk  
Tel/Fax (01993) 709189

### GENERAL MAINTENANCE PERSON JOB DESCRIPTION

Post: General Maintenance and Highways Worker (10 hours max per week).

Starting Salary: £10 per hour (to include all expenses incurred relating to the use of your personal telephone, computer system and vehicle/equipment).

Responsible to: Clerk to the Parish Council and Chairman of the Parish Council.

#### JOB SUMMARY

To efficiently carry out maintenance works on verges, footways, footpaths and the maintenance of highways signs, with the minimum of supervision, and in accordance with legislation and local procedures. To undertake general maintenance duties such as grass cutting and repairs to Parish Council property.

#### Note:

The job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate the sole requirements. It is envisaged that you will use your own initiative and develop your own style to achieve the desired aims.

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

#### PRINCIPAL RESPONSIBILITIES

1. Removal of fly posters not relating to the village, on public highways etc.
2. Footpath and highway clearance of vegetation/leaves, overgrowth and weed control.
3. In adverse weather conditions, spread salt/grit on footpaths that are regularly used, eg footpaths in the areas of the shops, bus stops and St Kenelm's School.
4. Regularly inspect the highway and check paths for obstructions and remove small amounts of flytipping.
5. Inspect footpaths and where hedges have overgrown, advise the Clerk so that a letter can be sent to the owners, of the need for the clearance work to be done.
6. Inspection of highways to identify trees causing problems – to be reported to the Clerk for appropriate action.
7. Cleaning of highway signs and carry out minor repairs to signs (e.g. replace banding, etc).
8. Cleaning graffiti from highways signs, bus shelters and lighting columns if possible.
9. Report any work that you cannot undertake (such as pot holes and uneven pavements or fly tipping) to Highways, OCC or the Clerk/Chairman of the Parish Council as appropriate, acting as 'eyes and ears' for the Parish Council.
10. Liaise regularly with the Parish Council Chairman and/or Clerk.
11. Keep accurate records of all work carried out and all work reported to Highways, OCC or other agencies.

12. To prepare appropriate risk assessments for all work to be undertaken and present to the Clerk.
13. Routinely walk Rights of Way network to identify problems and resolve them locally or report to the Clerk.
14. Mix and apply weed killers in accordance with instructions, procedures and legislation once you have obtained the necessary qualification and certification.
15. Cleaning and painting of other street furniture as and when required (eg benches, noticeboards, fencing).
16. Bus shelters to be routinely checked and cleaned when necessary.
17. Small grass areas to be strimmed when requested by the Council.

**General**

1. Be of assistance to the public in a polite and courteous manner and report any misuse of facilities by the public.
2. Attend training courses as and when required.
3. Undertake anything you are reasonably required to do by the Clerk/Chairman.

**Note:**

All duties must be carried out to comply with Health and Safety at Work Act, nationally agreed codes of practice and local procedures.

All duties must be carried out in the working conditions normally inherent in the particular job.

All relevant paperwork must be completed including a monthly time sheet detailing days and times worked and the work carried out. Signed by the Chairman prior to sending to the Clerk of the Council by email or post.