

# STORRINGTON & SULLINGTON PARISH COUNCIL

THE PARISH HALL, THAKEHAM ROAD, STORRINGTON, WEST SUSSEX, RH20 3PP

www.storrington-pc.gov.uk

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Clerk: Rebecca Luckin

## **Experienced Maintenance Person required by Storrington & Sullington Parish Council**

We are seeking an experienced Maintenance Person to join our busy Parish Council Team. The successful candidate will be flexible, practical, enthusiastic and interpersonal - joining an efficient and effective workforce, who place a strong emphasis on providing outstanding service.

**Location:** Based at the Parish Hall, Thakeham Road, Storrington, RH20 3PP

**Hours:** Part-time – 30 hours per week.

**Salary:** £15 per hour

### **The ideal candidate will have the following proven skills and experience:**

- A good knowledge of basic DIY skills, to include general repairs.
- Good communication skills.
- Ability to work with little supervision and use own initiative.
- A "can-do" attitude and positive and proactive approach.
- A neat appearance.
- Ability to keep routine records and make reports.
- Use of own vehicle - preferably a van, or car with roof-rack (expenses to be reimbursed).

### **Key duties will include:**

- Ensuring that buildings are properly cleaned and in good working condition.
- Performing Deep Cleans and inspections for each building, on a monthly basis. Reporting findings to the Premises Manager and the Clerk.
- Assisting the Premises Manager with General repairs/maintenance such as patching and painting walls, hanging shelves, repairing blinds/furniture as necessary, changing tap washers and light bulbs, basic gardening duties (e.g. pruning hedges), salting paths, snow clearance in parish council owned car parks.
- Assisting the Premises Manager with activities requiring physical labour such as moving furniture and equipment, lifting, climbing ladders etc.
- Understanding of occupational hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assigned tasks.
- Perform outside works, to include sweeping paths, clearing litter, cleaning gutters.
- Undertake required hall layouts for hirers as requested and ensure rooms are cleared, heaters and lights are turned off etc. and buildings secured afterwards.
- Monitoring and responding to emergency telephone calls from hall hirers.
- On a weekly basis, undertake fire alarm tests and routine checks of the fire doors, security doors and update records accordingly.
- To take delegated responsibility for emergency lighting checks and fire alarm tests, keeping and updating records accordingly.

- On a monthly basis undertake delegated responsibilities for the visual check of the fire-fighting apparatus e.g. extinguishers etc.
- Undertake monthly inspections of allotment sites and report any maintenance requirements on vacant plots and communal areas as appropriate.
- Ensuring supplies of cleaning materials, toiletries, light bulbs, paint and other essential maintenance equipment are kept well stocked.
- Assisting the Premises Manager in the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises, play equipment and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Ensuring that the grounds and car parks are free from litter and bins are kept clean and tidy.
- Assisting with Council initiatives, civic functions, receptions and community initiatives when necessary.
- In the event of a major incident or disaster, Storrington & Sullington Parish Council is required to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services. To ensure that the Council is fully prepared, as an employee, you may be required to provide assistance in whatever capacity necessary and to participate in any training exercises that are mounted.

These are the current key responsibilities of the role.

The job description may need to be revised from time to time, to ensure that it matches the needs of the Council.

To be eligible, a candidate must be legally able to work in the UK.

**Application:** Please send your CV, or request an application form from:  
Rebecca Luckin – [Clerk@Storrington-PC.gov.uk](mailto:Clerk@Storrington-PC.gov.uk)