

Job description – Handyman/Outdoor Worker

Introduction

The Maintenance team are responsible for the day to day operation of the cemetery, the maintenance of the Council outdoor spaces play areas and street furniture, minor repairs and maintenance to the Council buildings and to the Community Centres managed by the Council and basic weekly maintenance of the fleet of three minibuses which the Council manages.

Job Description:

Duties will include, but not be limited to:

General property maintenance and repairs on council owned / managed property including:

- The Old Monastery, including offices, Council Chamber and communal areas.
- Cemetery Lodge (Grade 2 listed building)
- Cemetery Chapels (Grade 2 listed buildings)
- Cemetery toilets (Grade 2 listed building)
- Cemetery Garages and storage facilities
- 4 community centres
- St Michaels church
- The town paddling pool area.
- Fences and gates on the town's 2 cemeteries.
- Fences and gates on the town's allotment areas.
- Maintain the town's benches
- Market Square toilets
- Tourist Information Centre

Typical activities of handyman may include:

- Changing light bulbs
- Internal and External decorating
- Cleaning gutters
- Clearing gulleys
- Re-instating downpipes
- Repairing small plumbing problems – ie: leaks, blocked sink wastes etc.
- Running media cables
- Small carpentry jobs – ie: re-fixing door handles, fascia boards, fencing etc.
- Changing locks

- Re-setting heating controls
- Bleed and balance radiators
- Ease doors and gates
- General maintenance to kitchen units
- Check anomalies on mini-buses, and other vehicles owned by the Town Council.
- Looking after vehicles and machinery ie: petrol mowers, strimmers

Outdoor work including:

- Grass cutting
- Strimming
- Flower planting
- Pruning
- Edging
- Leaf collecting
- Rotavating allotments
- Weeding
- Sweeping paths
- Litter picking
- Cleaning the town's 16 seat mini-buses
- Driving the town's minibuses (if licensed), to the garage when required.
- Grave digging with digger/dumper as instructed

The person

Must have full UK driving licence. Eligibility to drive minibuses (D1) is an advantage but not essential.

You will be:

- Hard working and keen
- Conscientious
- Apply common sense
- Able, and willing, to work flexible hours when planned
- Fit to carry out manual duties
- Confident to tackle small mechanical/DIY services issues.
- Well mannered, and polite.

Package and Hours

The position is permanent. and offers an attractive reward package, including:

- Salary range of £20,500 - £21,500 per annum
- 25 Days annual leave + 8 days Bank Holidays
- Company sick pay scheme (after qualifying period)
- Defined contribution pension scheme
- Free onsite parking

The working week is 37 hours Mon-Fri with weekends on a rota basis (normally 1 in 5 but could be more to cover leave and Major events such as Carnival , Christmas Fayre etc).

About the Organisation

Bishop's Stortford is an ancient market town situated on the idyllic countryside border of Herts and Essex. Bishop's Stortford's setting allows for walks through its green spaces and river which run throughout the town. There are a variety of attractions which are suitable for all of the family, and plenty of events for arts and history lovers.

Bishop's Stortford is conveniently located close to the M11 motorway and to Stansted Airport with excellent travel links to London, Cambridge and the North. The Town has grown significantly in recent years making it the largest town in East Hertfordshire, however it remains proud of its heritage and maintains a strong independent community spirit, with the Town Council working hard for its 40,000 residents.

The Council consists of seventeen members who give their time and effort voluntarily and were most recently elected in 2019. The Council employs ten office staff (both full and part time) and eight outdoor staff. Its duties include management of the cemetery, ten allotment sites, Community centres, Community minibuses, the closed Churchyard at St Michael's Church and some of the Town's open spaces, splash pool and parks. The Council also provides the Tourist Information Centre, operates the regular and specialist markets and organises civic events including the ever popular Carnival, Remembrance and the Christmas Fayre.

The Council also administers several Trusts including Community Halls at St Michael's Mead, Havers and Bishop's Park. It also administers the Bishop's Stortford Arts and Museum CIO, which runs the South Mills Arts and the Bishop's Stortford Museum in South Road. This contemporary venue for arts and culture provides conference facilities and boasts a 300 seat theatre, a multi-purpose studio space, a museum and large exhibition gallery.

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