



WELSHPOOL TOWN COUNCIL

Vacancy for Facilities Assistant

Applications are invited for the position of Full-Time Facilities Assistant

Applicants will need to hold a full driving license, and should expect to work outside normal working hours on weekdays and weekends to supervise bookings and events taking place.

The successful candidate will take pride in their work, and demonstrate an understanding of Health and Safety requirements and customer service.

Salary: SPC7 - SCP 12 (£20,444 to £22,571) depending on experience, 37 hours per week to include evenings and weekends as required.

Summary of Duties: To carry out maintenance through the street scene contract and open spaces and assist at events.

Hours of work: You will be required to be on an on-call and standby rota from Monday to Sunday one week in three for which an allowance will be payable. The working hours for this post are flexible and are to be agreed with the Operations Manager on a weekly rota on an ad hoc basis.

Main Duties

- To mow and mark the pitches for football, rugby, cricket and rounders
- To cut parks, verges and open spaces
- Cutting back hedges and trees in parks and open spaces
- To lock up and clean toilets as required
- Maintain the flower beds around the town
- Set up rooms in the Town Hall and
- Open and close the Town Hall
- Assist at Town Council events and act as a marshal if requested
- Assist with the maintenance of the vehicles including taking them for MOT, servicing, etc
- To carry out any other reasonable task within the remit of the Town Council.

All duties and responsibilities are to be carried out with strict regard for Health & Safety regulations, the Town Council's rules, regulations and policies in force. Training will be available for the right applicant.

For further information please contact Welshpool Town Council on 01938 553142 or email the Town Clerk at anne@welshpooltowncouncil.gov.uk

Applications with CV and covering letter anne@welshpooltowncouncil.gov.uk or to Welshpool Town Council, Union Street, Triangle House, SY21 7PG by 30th June 2022