



Job Details

Job Title: Lengthsman

Job Reports to: Senior Lengthsman and, where appropriate, Town Clerk.

Normal location: Colne Town Hall, Albert Road, Colne, BB8 0AQ

Salary: £9,360

Working Hours: 18 hours a week with some early morning, evening and weekend working, covering 3 days out of 7

Holidays: 30 days per year, inclusive of bank holidays pro rata

Probation Period: 6 months

Pension: Stakeholder – minimum employer contribution applies

Employer Status: Colne Town Council does not subscribe to the collective bargaining agreement of Local Councils and is not bound by Local Government Terms and Conditions of Employment

Job Purpose

The Lengthsman of Colne Town Council is responsible for assisting with the day-to-day maintenance of the Town Council sites including the Town Hall, to deliver an excellent service resulting in an improved perspective of Colne.

The Lengthsman will be responsible for all aspects of maintaining the external facilities owned by the Council as per the Council's instructions. This includes small repairs and repainting various items, cutting grass, watering plants, gardening and general maintenance tasks as instructed by the Council. The role will require the right person to work mainly outdoors throughout the year in all aspects of weather conditions.

Well organised, flexible and both proactive and reactive, the Lengthsman will thrive in a busy environment with developing and ever-changing activities in this physically demanding role. Task driven and highly motivated, the Lengthsman is a completer-finisher through and through. The Lengthsman will need to show enhanced and responsive level of service, resulting in an improvement to the environment within the Town. Within the job role there will always be something to do with a range of various tasks which will be needed to be done throughout the role.

Key Accountabilities

- To act as a Key Holder for the buildings and to attend at unspecified times to open the buildings as maybe necessary.
- To undertake a wide range of maintenance activities
- To assist with the provision of a high-quality grounds maintenance service including grass cutting, watering, hedge cutting, weeding, and planting on Town Council land.
- The provision of a community housekeeping, litter picking and bins emptying service as required.

- To maintain the general maintenance of open spaces and play areas.
- To be responsible for looking after keys to give access to garages/buildings you may need during the job role.
- To work alone and complete tasks to a high quality within a reasonable timeframe.
- To complete small repairs and repainting of benches, fences, and other street furniture.
- To undertake the removal of graffiti.
- To undertake safety precautions and grit the staff car park.
- To attend training courses/conference.
- To assist with the Town Centre Floral Displays by watering hanging baskets/plants on a regular basis.
- To assist with the installation of the Town Centre Floral displays including hanging baskets, troughs, and planters.
- To make note of complaints/issues highlighted by the public and report them back to the Town Clerk.
- To adjust heating control valves and turn heating systems on and off.
- To raise and lower the flag on the Town Hall roof and the three across the road from the Town Hall in a safe manner on such dates and times as are determined ensuring, where possible, that in windy conditions the flag rope does not knock the pole.
- To set, adjust and wind any clocks as maybe necessary. To maintain the accuracy of the 'Town Hall Clock', including the chimes and to regularly inspect the mechanism and report maintenance requirements to Clerk or Responsible Financial Officer.
- Assist with the delivery of the Blues Festival, as directed by the Clerk/Responsible Finance Officer.
- To act as a handy person by carrying out minor repairs that do not require any specialised technical knowledge to furniture and fittings: to refit loose door handles, to oil hinges, to re-route telephone wires, to fix notices to walls, to replace defective lightbulbs and tubes, to clean light fittings, and to change fuses.
- To undertake such other duties that may from time to time be requested by the Council which are commensurate with the duties and responsibilities of this role.
- To oversee the maintenance of the cellar of Colne Town Hall to ensure that this remains tidy and fire risks are minimised and to report any concerns to the Senior Lengthsman or the Responsible Financial Officer.
- To undertake monthly workplace inspections of the building with the Town Clerk.
- To meet contractors on site and follow contractor induction procedures, including record keeping of such site visits if the Senior Lengthsman or Town Clerk is unavailable.
- To follow all safety related instructions/guidance appertaining to the functional operation of the Town Hall and other Council sites.
- To undertake minor decorating tasks.
- To maintain an appropriate appearance and to ensure that the protective equipment provided is worn at all times whilst at work.
- To undergo further training including any Health & Safety and NVQ qualifications as requested from time to time by senior management.
- To assist with the delivery of events that take place in Colne Town Hall, including at evenings and weekends as directed by the Clerk or Responsible Financial Officer.
- To support the Councils Treasure our Town project from May to September.

Job Skills, Experience and Qualifications

Essential

- Good communication skills
- Self-diary management
- Excellent team working abilities.
- Ability to meet deadlines and work calmly under pressure.
- A full UK driving licence, ideally clean, and access to a vehicle for use in connection with Colne Town Council business.
- The ability to observe and comply with health and safety regulations which are applicable to the job including manual handling, COSHH etc.
- Have a 'can do' approach with every task set out.
- Experience of grounds work and building maintenance or similar with evidence of this.
- Experience in landscaping with evidence of this.

Desirable - Qualification or training on the use of garden machinery, use of pesticides and first aid.