



CYNGOR CYMYNED DINAS POWYS COMMUNITY COUNCIL

MAINTENANCE MANAGER PART-TIME (20hrs per week – Monday - Friday) JOB DESCRIPTION

Overview

An excellent opportunity has arisen for a Maintenance Manager at Dinas Powys Community Council. The post holder will be expected to carry out the duties highlighted below and other related duties that may be allocated to this post from time to time by the clerk.

If you live in or near Dinas Powys and have an interest in maintaining a grade II listed building as well as outdoor grounds work then we'd love to hear from you.

Main Duties and responsibilities

- Maintain the Council's buildings, grounds and open spaces to a high standard.
- Check conditions of Halls on a daily basis for any damage after functions.
- Carry out general maintenance and repair work in the Parish Halls and other council buildings and assets.
- Carry out grass-cutting, general garden work such as strimming, cutting back vegetation, bulb planting etc. including the safe use and storage of industrial weed killer where required.
- To maintain the general upkeep of community council property including fire alarms and emergency lighting checks.
- To visit the play areas weekly to inspect play equipment; make minor adjustments to playground equipment if required; clear any rubbish or debris.
- Supervise any additional staff during the summer season and ensure they receive full Health and Safety Training – particularly with regards to Council's grounds maintenance equipment.
- To carry out other related duties that may be allocated to this post from time to time by the clerk.

Remuneration: Local Government Services Pay Agreement 2024/25
pay scale 13-17 £14.60 - £15.58ph.

Health and Safety

The successful candidate must adhere to all the Council's Health & Safety Policies and Procedures to maintain a safe working environment.

Additional Information

- Must hold a current valid UK driving licence and have access to vehicle.
- Willingness to undertake training if required.
- Flexibility to respond to a range of different work situations.
- Ability to work independently.

Should prospective candidates wish to have an informal discussion about the post then contact the clerk.

Applications to include a covering letter, comprehensive c.v. with contact information of two referees to be made by **mid-day Friday 14th March 2025** via email to the clerk at; clerk@dinaspowys.org or post; Parish Hall, 2 Britway Road, Dinas Powys Vale of Glamorgan, CF64 4AF. Interviews week commencing 24th March 2025.