

**Wells City Council
Job Description**

Council Worker

Designation :	Council Worker, Ground and General maintenance.
Grade :	SCP 11, Salary £22,129 (£11.50 per hour)
Hours :	37 hours per week (Monday-Friday)
Location :	Cemetery Lodge 127 Portway, Wells, Somerset BA5 1LY & Unit 26 Underwood Business Park
Job Purpose :	General outdoor maintenance work for Wells City Council
Line Manager: Responsible for :	Open Spaces Officer and Cemetery Officer No supervisory responsibilities
Key duties :	<ul style="list-style-type: none">-To assist with day-to-day maintenance of grounds and buildings at Wells Cemetery, as instructed-To carry out maintenance and grounds work elsewhere within the City of Wells-To water and maintain the Wells in Bloom Planters-To use and maintain council machinery and equipment in accordance with safe working practices-To be aware of health and safety issues and any other current legislation, and implement regulations-To work with contractors when required-To deal with the general public in a courteous and sympathetic manner-To attend any necessary training
Skills Knowledge and Experience :	<ul style="list-style-type: none">-Experience with maintenance of open spaces work-Experience with general building maintenance-Understanding of the safe use and maintenance of relevant equipment-Basic knowledge of health and safety legislation-Ability to work with outside contractors- Ability to work with the general public-Ability to manage own time and workload-Effective verbal communications skills-Ability to respect and retain confidence- Must hold a Full Driving Licence
Complexity & Creativity :	<ul style="list-style-type: none">-To assist in identifying and fixing /resolving any maintenance and repair issues that arise-Ability to respond politely to enquiries and report to the Open Spaces and Cemetery Officers
Judgment and decisions:	<ul style="list-style-type: none">-To make routine decisions on everyday work with all other decisions being referred to the Open Spaces Officer

Contacts : Open Spaces Officer
Cemetery/Burial Officer
Cemetery Staff
Contractors
Clergy, Undertakers, Stone masons
Members of the public
Town Hall Staff

Resource : Responsible for the proper use and safekeeping of hand tools, equipment, use of buildings.

General : To work within health and safety guidelines in accordance with the health and safety at work act, Cemetery Order 1977, Public Health act 1984.