



JOB TITLE:	Special Maintenance Operative
SERVICE TEAM:	Regulatory
SECTION:	Special Maintenance
POST NUMBER:	1462
RESPONSIBLE TO:	Special Maintenance Manager

JOB PURPOSE

To work as a member of the council's Special Maintenance team, carrying out a variety of works for both internal and external customers. As part of a Team or Individually as required

PRINCIPAL ACCOUNTABILITIES

Generic

1. To comply with statutory requirements and regulations, policies and procedures, particularly in relation to equal opportunities and health & safety.
2. All members of staff are responsible for making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities, or tasks relevant to their post.
3. To contribute to Risk Management activity within the remit of your post.
4. It is the responsibility of all staff that input, store, retrieve, or otherwise manage data to ensure that it is of the highest quality.

Specific Tasks:

1. To assist with the undertaking of cleansing and maintenance, landscape works, special events and election equipment deliveries.
2. To assist with the maintenance and servicing of the council owned sewage treatment plants and network.
3. To undertake maintenance of the council's street furniture, to include bus shelters, litter bins and street nameplates.
4. Carry out repairs and routine maintenance to car parks.
5. Carry out cleansing works on the public highway and other areas.
6. Carry out general building works and labouring tasks.
7. Carry out inspections and maintenance of the councils Open Spaces & Playground areas.
8. Carry out CCTV drainage surveys and deal with sewer blockages.

9. Complete the land drainage and river maintenance works.
10. To assist as part of a front-line service during severe weather events such as snow or flooding, this will typically necessitate working overtime.
11. To carry out overtime as required to assist with scheduled events, or to assist the standby officer/supervisor/manager when needed outside of normal working hours. Reasonable notice will always be given where possible, but due to the nature of the work, requests may be made at very short notice.
12. While carrying out operational duties, operate within the requirements of the Council's Health and Safety policies.
13. To undertake any administrative duties as required.
14. To carry out operational duties as part of the WCC Emergency out of hours standby service if required.
15. A Full Driving Licence is necessary to drive Council vehicles.
16. To drive/operate any vehicle/machinery that you are licenced or qualified too.
17. Any other reasonable request made by your line manager and/or senior members of WCC.

NB:

- i The nature of this role entails some evening and weekend working.
- ii This job description is subject to review on a regular basis in consultation with the post holder. It may evolve according to City Council priorities or in response to local circumstances.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed:

Dated:



PERSON SPECIFICATION

JOB TITLE Special Maintenance
Operative

**POST
NUMBER:** 1462

DEPT: Place

DATE: February 2024

Requirements		Weighting	Assessment Method
Skills	Good oral & written communication skills and able to deal with people at all levels	3	I/A
	Good organisational skills	3	I/A
	Ability to handle difficult sometimes confrontational customers and situations	1	I/A
	A flexible & practical 'hands on' approach, with the ability to work and function as part of a team.	3	I/A
	Good record keeping skills both written and electronic	3	I/A
	Basic Computer literacy	2	I/A
Experience	Previous experience of maintenance and repair work within an engineering environment	3	I/A
	Knowledge of relevant sections of the Health and Safety at Work Act (HASAWA) and the standards it sets	2	I/A
	Basic horticultural knowledge.	2	I/A
	Well motivated and able to work unsupervised with a mature and responsible attitude	3	I/A
Personal Qualities	Flexible approach to overtime	3	I/A
	Excellent team player	3	I/A
	Reliable and able to work to deadlines, particularly under pressure.	3	I/A
	Versatile and adaptable to different work requirements	3	I/A
	Positive commitment to equal opportunities	3	I
	Dress and generally conduct themselves in a manner which always projects the professional image and approach of the Council.	3	I/A
	Desire to learn and change as systems and work practices change.	3	I/A

	Physically able to carry out walking and lifting duties	3	I
Knowledge	Good general level of education.	3	I/A
	Knowledge of responsibilities in relation to duty of care	3	I/A
Qualifications	HGV license	2	I/A
	New Road & Street Works Act (NRSWA)	2	I/A/Q
	Full driving license	3	I/A/Q

Weighting

3 – Essential for the successful performance of the job
2 – Desirable but can be achieved through on the job training or experience
1 – Useful but not essential for successful performance of the job

Assessment

Application Form
References

A
R

Interview
Presentation

I
P

Tests
Evidence of Qualifications

T
Q