Basingstoke and Deane

JOB DESCRIPTION

Job Title	Maintenance Operative
Grade (if known)	B
Reports to (line manager)	
Business unit/department	Environmental Services
Directorate	Environment and Community Services
Number of direct reports	0
Total number of reports	0
Budgetary responsibility	*n/a*
Preparation date	09th November 2026

Main purpose of job/job summary
To deliver a high quality, customer focused maintenance service, undertaking various maintenance and repair work on council owned assets managed by the Environment Team.

Essential duties/What you'll be doing
1. To undertake maintenance and repair work on assets which sit under the Environment Team.
2. To identify and report any maintenance or health and safety issues and to keep appropriate records.
3. Deliver a high quality, customer focused service.
4. Support the delivery of service improvements, new ways of working and securing a service which is value for money.
5. Ensure the effective compliance with all relevant health and safety and risk management requirements, as well as all other relevant legislation.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.

Standard duties

The role holder will be required to

- demonstrate the council values in the course of their daily duties.
- undertake such work as the line manager may determine is compatible with the responsibility level of the post.
- ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).

What you need to know about the job/Special conditions

- Full driving licence
- Able to meet the travel requirements of the job and undertake site visits.
- Will mostly be working in an outdoor setting.
- Must be physically capable of undertaking the role.

Job suitable for hybrid working	No

Council values

These are our council values and reflect what people see, hear and feel across the organisation:



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Job requirements / What we need from you	
Qualifications	
Essential – required for the job	Desirable – "nice to have" for the job
• English and Maths GCSE's at 'C' or above	• NVQ Level 2 (or equivalent) in Multi-trade Building Maintenance, service or similar • Certificate in Welding Skills (City and Guilds or equivalent) • NVQ Level 2 (or equivalent) in Wood Occupations
Experience/Expertise	
Essential – required for the job	Desirable – "nice to have" for the job
• Previous experience working in a comparable general maintenance role • Able to demonstrate a hard-working attitude and a cost-effective approach • Willingness to develop knowledge of legislation and best practice in relation to the role.	• Clear understanding of relevant health and safety requirements in relation to the role. • Experience of engaging with the public and others in the delivery of your work
Skills/Strengths	
Essential – required for the job	Desirable – "nice to have" for the job
• Excellent communication and interpersonal skills and can manage expectation/build positive relationships with others. • Ability to present information clearly and concisely both verbally and in writing. • Problem-solving skills • Having a positive and flexible attitude. • Able to work well on own and within a team • Able to demonstrate innovation and continuous improvement. • Proven excellence in customer service skills. • Self-reliant, well organised and consistently meeting deadlines. • Able to use Microsoft office packages (including Word, Excel, Powerpoint, Outlook). • Able to use a range of database systems.	

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