



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
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Camelford
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Job Description

General Maintenance Assistant

The General Maintenance Assistant will work mainly in and around the centre of Camelford. The General Maintenance Assistant (GMA) will be supervised by the Maintenance and Grounds Manager (MGM), with the Town Clerk as the line manager.

Tasks will include:

- grounds inspections and maintenance such as weeding, pruning and grass cutting,
- minor repairs to infrastructure and cleaning of equipment
- undertaking training and qualifications as appropriate - i.e. chainsaw, brush cutter etc.
- litter-picking
- thoroughly cleaning of the public conveniences on Sundays, and at other times as required by MGM
- assisting with preparation and delivery of community events
- reporting to the MGM/Clerk any defects or issues
- reporting to MGM/Clerk any feedback or issues raised by the general public
- assisting the MGM as required
- any other duties and responsibilities as may be incidental to the position and may be allocated from time to time by the Town Clerk and/or the Council

It is essential that the GMA is flexible to the needs of the Council and the community. This includes working effectively alongside the Maintenance and Grounds Manager to carry out the work required. It is expected that the GMA and MGM will work together to ensure good coverage during periods of absence of other employees.

The contract will be for 37 hours per week (7.5 hours per day), Sunday to Thursday April to October 10am to 6pm, November to March 8.30am – 4.30pm. Salary will be SCP 7. This position is subject to NJC agreements for local council workers. These conditions include 21 days paid holiday (pro rata). Camelford Town Council is a member of the Cornwall Pension Fund (Local Government Pensions Scheme), and this is open to all its employees.