

STURMINSTER NEWTON TOWN COUNCIL

Job Description

Job Title:	Town Orderly
Location:	Council grounds workshop at Ricketts Lane, Sturminster Newton
Hours:	25 hours per week
Responsible to:	Grounds Manager
Purpose of role:	To provide a high quality town orderly service in Sturminster Newton and to assist the other work of the Council's grounds staff

Duties

Town Centre Maintenance

1. Street-cleaning tasks (in such streets and other spaces and areas as are designated from time to time under the Council's agreement with the District Council or by your line manager) to include sweeping pavements and road gutters (using mechanical or manual methods as directed by your line manager), cleaning, weed-removal or control, bin-emptying, litter-picking, drain-clearing, removal of road-kill, removal of dog faeces, sign-cleaning, snow and ice removal or treatment, etc..
2. To undertake the inspection, cleansing and servicing of public conveniences.
3. To undertake the inspection and cleaning of the household waste recycling centre at Station Road Car Park

Grounds Maintenance

4. To undertake basic landscaping and property management tasks such as grass-cutting, hedge-trimming, weed-removal or control (including appropriate use of pesticides), pruning, flower-planting, raking and levelling, litter-picking, bin-emptying, removal of dog faeces, etc.
5. To undertake basic street-cleaning tasks such as sweeping, cleaning, weed-removal or control, bin-emptying, litter-picking, drain-clearing, removal of road-kill, removal of dog faeces, sign-cleaning, snow and ice removal or treatment, etc.
6. To undertake basic right-of-way maintenance tasks such as grass-cutting, strimming and brush-cutting, hedge-trimming, pruning, ditch digging and clearance, sign cleaning and repairs, etc.
7. To perform basic buildings and asset maintenance tasks such as inspection, cleaning, painting and decorating, simple repairs, etc.
8. To assist in the putting up and taking down of the town's Christmas tree, festive decorations, etc.
9. To undertake basic safety inspections of play equipment.
10. To use vehicles, clothing, power-tools, hand-tools and personal protection equipment (PPE) provided by the Council as directed by your line manager, to

keep them reasonably clean and secure, to inspect them regularly and report any faults promptly to your line manager.

11. To monitor stock levels of fuels, oils, materials, paints and other materials relevant to your work and report to your line manager when replenishment is required
12. To remove debris from the river (including use of a boat).
13. To inspect and re-stock grit bins in accordance with the Councils winter maintenance policy and procedures.
14. To act as the eyes and ears of the community with particular regard to vulnerable residents, noting instances of crime, anti-social behaviour, vandalism, graffiti, etc. and reporting these promptly to your line manager.
15. To work within the supplied risk assessments and complete the necessary documentation when appropriate.
16. To complete all necessary job/work sheets, risk assessments and diaries.
17. To note complaints/compliments from members of the public and report these promptly to your line manager.
18. To operate fire and/or intruder alarm and CCTV systems installed at Council premises (other than the Council offices) in accordance with directions given by your line manager and ensure buildings are kept secure in accordance with your line manager's instructions.
19. To work additional hours and/or outside normal working hours if so requested by your line manager.

Other

20. To undergo training relevant to the responsibilities set out above and any additional responsibilities assumed with the agreement of your line manager.
21. To undertake any other tasks reasonably requested by your line manager.

This Job Description should be reviewed and updated as necessary: at each annual appraisal; following any change in the employee's terms of employment; before the post is advertised following a vacancy; and at any time upon request by the employee, the relevant manager, the Council or the Finance & Personnel Committee.

Last updated 15 May 2018