



**EARLEY TOWN COUNCIL**

**Maintenance Officer**

**Application Pack**



# EARLEY TOWN COUNCIL

## The Town of Earley

Since it was first mentioned in the Domesday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. Its position, to the southeast of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well-known businesses, is within the Town's boundaries. In recent years, the Town has been the subject of significant residential development, including the *Lower Earley Development* in the late 1980's/early 1990's which saw the building of around 9,000 additional dwellings.

## The Council

Earley Town Council was created in 1974 following the reorganisation of Local Government. Following the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area.

The residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2019.

The Town Council currently employs 25 full and part-time staff and has an annual turnover of around £1.5m.

## The Council's Mission Statement is:-

"Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner."

## Functions of the Town Council]

The Town Council currently manages four community centres (Maiden Place Centre, Radstock Lane Centre, Silverdale and Centrepoint Community & Youth Centres) and the Town Council Offices, a former farm house, situated in Radstock Lane, Earley. In addition, it owns Maiden Erlegh Park, which is a Local Nature Reserve and has a lake and an on-site teaching classroom; a cemetery at Mays Lane and an Allotment Site. It is also responsible for the management of parks, sports areas, an ancient woodland area and other open spaces.



**Please read the information in this document before you complete your application form.**

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Only completed application forms will be accepted, please do not send CVs.

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to [townclerk@earley-tc.gov.uk](mailto:townclerk@earley-tc.gov.uk)
- or by post in a sealed envelope marked Private & Confidential to:  
Jo Friend, Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL.

The closing date for receipt of applications is **12 noon, Friday 17<sup>th</sup> February 2023**

Interviews will take place week commencing **27<sup>th</sup> February 2023**  
(Interviews will be conducted in person)

For an informal discussion about the post contact Emma Carroll, Deputy Town Clerk, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, telephone 0118 986 8995 or email [deputy@earley-tc.gov.uk](mailto:deputy@earley-tc.gov.uk)

Application forms available on the Earley Town Council website [www.earley-tc.gov.uk](http://www.earley-tc.gov.uk).  
Hard copies also available for collection from the Council Offices Helpshop.

*Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.*



# JOB DESCRIPTION

## MAINTENANCE OFFICER

Line Manager: Operations Manager

### **Description of the Post:**

To work as part of the Maintenance Team, to undertake various duties in relation to the maintenance and upkeep of the Town Council's facilities, including Community Centres, A Cemetery, Parks, Sports Facilities and Allotments. The post holder will also be expected to assist the Grounds Maintenance Team as and when required.

### **Duties and Key Responsibilities:**

1. To maintain and carry out general repair work on various Town Council buildings and facilities, including minor plumbing/electrical work, general painting/decorating and carpentry work.
2. To assist, when necessary, the Grounds Maintenance Team with mowing, strimming, hedge cutting at the Town Council's parks, sports pitches, allotments and cemetery.
3. Under the direction of the Cemetery Administration Officer, to liaise with stonemasons, gravediggers and funeral directors with regards to their attendance and activities at Mays Lane Cemetery (training will be given).
4. To assist with the maintenance of play equipment at the Town Council's parks.
5. As part of the Maintenance Team, to carry out inspections of Town Council owned street furniture such as litter bins, benches, bus shelters, noticeboards etc, identifying any maintenance issues and organising repairs as necessary.
6. Emptying of waste bins, litter picking and removal from site of dumped rubbish using the Council's vehicle. (A full driving licence will be required).
7. Assist in fulfilling the Town Council's obligation with regards to the administration of dog regulations.
8. From time to time, to undertake collections/deliveries/notice posting, and loading and transportation of items between Town Council properties and elsewhere.
9. Assist with the day-to-day upkeep of the Town Council's vehicles.
10. As part of the Maintenance Team, to liaise with the Operations Manager in creating maintenance schedules of work to be carried out at the Council's premises.
11. As part of the Maintenance Team, to carry out site inspections with the Operations Manager identifying maintenance issues and scheduling in repairs.



12. To provide occasional weekend cover for the Sports Pavilion Caretaker, should the need arise. (Time off in lieu will be offered).
13. To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.
13. To ensure the health and safety of resources within the post holder's responsibilities and personal health and safety responsibilities are followed, as set out in the Health & Safety at Work Act 1974 and any subsequent legislation.

## **PERSON SPECIFICATION**

### **MAINTENANCE OFFICER**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

#### **Knowledge and Experience**

- Experience of general building maintenance work
- Some experience/background in minor plumbing and/or electrical work
- Basic understanding of using heating systems  
(Note: external contractors, i.e., electricians, heating engineers etc, will be appointed when required)
- Good knowledge in following Health & Safety procedures relative to work area e.g., Risk Assessments, COSHH, Manual Handling

#### **Skills and Personal Attributes**

- Good communication skills
- Ability to work at height and carry out lifting/moving of machinery
- Ability or a willingness to learn to operate large machinery such as mowers etc
- Ability to identify work priorities and manage own workload
- Excellent team worker; co-operative and supportive of colleagues
- Ability to complete work to deadlines
- Ability to identify issues and report/record findings
- Good organisational and planning skills
- Ability to manage small works projects independently

#### **Other**

- A full driving licence
- Willingness to undertake training for specific work responsibilities
- Good self-motivation
- This position will be subject to a satisfactory DBS check



## **SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

Contract status:	Full-time
Salary:	(SCP 8 – 12) £22,777 - £24,496 paid monthly by BACS on the 15 <sup>th</sup> of the month (half in advance/half in arrears)
Probationary Period:	This post is subject to a probationary period of 26 weeks.
Place of Work:	Based at the Council's Offices, but will be required to visit other sites
Working Hours:	37 hours per week from 08.00 to 16.00, Monday to Thursday and 08.00 to 15.30 on Friday with 30-minute unpaid meal-breaks.
Leave Entitlement:	23 days per annum, plus two extra statutory days and public holidays which increases with continued service.
Continuous Service:	The continuity of Local Government service will be honoured.
Pension:	From commencement of employment, membership of the Local Government Pension Scheme.
Benefits	The Town Council will sponsor any relevant job-related training (subject to budget constraints).
DBS Check:	The post is subject to a satisfactory DBS check.