



Job title:	Town Force Member
Responsible to:	Town Force Senior Member / TF Manager / Town Clerk
Organisation:	Bognor Regis Town Council
Place of work:	Bognor Regis and the Surrounding Area
Hours of work:	37 hours

The purpose of the job and its primary objectives:

The role of the Town Force Member is to contribute to the skills of the highly successful maintenance team. This document does not constitute a full 'Job Specification' and is therefore not an exhaustive list of duties, but rather indicates the main areas of activity.

The main duties of the post:

Maintenance, cleaning and repair work throughout the Town and all sorts of "odd jobs" to make Bognor Regis an even better place for residents and visitors – clean, bright, attractive and welcoming.

Maintenance of roundabouts, flower beds, baskets, planters, hedges & shrubs and allotments (communal areas only) currently looked after by Bognor Regis Town Council and to ensure that these areas are weed free, well maintained and attractive.

Supporting local events organised by Bognor Regis Town Council and outside organisations as and when requested (might include weekend working).

Responsibilities

To be responsible to the Town Force Senior Member and Town Force Manager.

To comply with all instructions given by a Senior Member of Town Force in relation to the work in hand.

To work as part of the Town Force team, assisting other members as and when required.

To ensure that all tools, plant and equipment are used in accordance with the manufacturer's instructions and that as appropriate all safety equipment is worn – helmets, goggles, glasses etc. Carry out all daily and periodic machine checks as may be required and record accordingly.

To operate all equipment in a manner which ensures the safety of the operator, other colleagues working close by and the Public. Observe all risk assessments associated with the job and be vigilant at all times. Inform Town Force Senior Member of any problems as soon as they become apparent.

To ensure that all work is carried out in a safe and proper manner to the best standard possible and using appropriate tools, plant and equipment. Observe manufacturer's instructions, risk and COSHH assessments.

To complete all necessary documentation (e.g. daily timesheets, job tickets, various work sheets).

To drive and be responsible for allocated vehicle and undertake vehicle checks as and when requested. Operate the vehicle in a manner which ensures the safety of the operator, other colleagues and Member of the Public, by observing all relevant risk assessments and being vigilant at all times. Keep the cabin of allocated vehicle clean and tidy and wash the outside of the vehicle when instructed to do so.

To clean equipment and the Town Force workshop (shared duty).

To record and report any damage to any property without delay.

The use of a mobile phone for the purposes of carrying out the day to day duties and responsibilities in accordance with the Council telephone policy. Log into the lone worker app daily.

To wear, regularly inspect and maintain all personal protective equipment issued by the Town Council to ensure that it is always fit for purpose.

To wear and maintain the corporate uniform supplied.

Other functions

To promote the Town Force team and the Town Council positively at all times.

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with the current Health and Safety regulations and the Town Council's Health and Safety policies and procedures as they relate to the duties and responsibilities of the post including :-

- the proper use of personal protective equipment
- compliance with all relevant safe systems of work
- the taking of all reasonable steps to avoid lifting or moving any item which could result in injury

Carry out other such duties as requested from time to time by the Town Clerk or Line Manager as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.