



Job title: Town Force Member
Responsible to: TF Supervisor / 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 Town Force team plays a vital role in the upkeep and improvement of overall appearance of Bognor Regis.

As a Town Force Member, you will support and enhance the skills of our experienced and highly effective maintenance team, contributing to the town's overall cleanliness, safety, and appearance.

This is a varied, hands-on role requiring a proactive approach, practical skills, and a commitment to maintaining the high standards expected by both the Town Council and the Public. You'll help make Bognor Regis an even more attractive, welcoming place for residents and visitors alike.

Please note: 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:

Practical maintenance tasks across Bognor Regis to ensure cleanliness, safety and upkeep of the Town Council's assets. This includes street furniture and planter repairs, graffiti and flyposting removal, minor carpentry and building work and all sorts of "odd jobs" to make Bognor Regis an even better place for residents and visitors – clean, bright, attractive and welcoming.

Horticultural maintenance, soft and hard landscaping of roundabouts, flower beds, hanging baskets, planters, hedges and allotments (communal areas only) currently looked after by Bognor Regis Town Council, to ensure that these areas are weed free, well maintained and attractive.

Assistance with the set-up and dismantling of equipment and temporary infrastructures for town events and civic functions. Support both council-organised and third-party events, including occasional weekend working when required.

Responsibilities:

To carry out planned preventative maintenance and reactive maintenance of the Town Council's assets such as benches, notice boards, outdoor showers, decking areas, bike repair stations, planters, signs, clocks and so on.

To carry out minor repairs and building maintenance tasks as and when required.

To undertake regular grounds maintenance duties such as grass cutting, hedge trimming, weed control, strimming and edging, leaf clearance, tree, hedge & shrub maintenance, seasonal bedding plant displays planting and maintenance.

To carry out ad hoc street cleansing tasks, e.g. litter picking, sweeping, graffiti and flyposting removal. Support with winter services such as minor gritting and snow clearance may also be required.

Set up and take down equipment for town events, markets, and civic functions (e.g. crowd barriers, gazebos, traffic management system).

To be responsible to the Town Force Supervisor and Town Force Manager.

To comply with all instructions given by Town Force Supervisor 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 personal protective equipment is worn – helmets, goggles, gloves etc. Carry out all daily and periodic machine checks as 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 Supervisor of any problems as soon as they become apparent.

Working at height is a regular requirement of the role and may involve use of a vehicle mounted cherry picker, mobile scaffold tower, ladders and stepladders, for tasks such as gutter clearance, roof inspections, painting/decorating,

installation/repair of bunting. You must be confident and competent in working safely at height, following all risk assessments and using required PPE and fall-arrest equipment where applicable.

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.

Work environment may include confined spaces, high-traffic areas, and environments with noise, dust, or vibration.

To complete all necessary documentation (e.g. daily timesheets, job tickets, equipment/vehicle check lists, 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 driver, other colleagues and Members of the Public, by observing the Highway Code, 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 in and out of the personal safety 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.