



TAVISTOCK TOWN COUNCIL
ROLE PROFILE

POST – Works Supervisor

GRADE : 4

REPORTS TO : Works Manager

MAIN PURPOSE OF THE JOB:

In accordance with instructions and agreed procedures to assist with

- the maintenance and repair of Council and other premises (land and buildings), their condition, safety, cleanliness; and
- the provision of support for the delivery of events and partnership working;
- and where appropriate co-ordinate and supervise, under the direction of the Works Manager, routine and non-routine activities relating to projects, property maintenance and ground maintenance.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

Corporate Responsibilities

1. To assist with delivery of the Council's maintenance and repair programme for properties and grounds and the effective, efficient and economic delivery of same.
2. To assist the Council to maintain suitable records and standards to ensure the safety of Council and other property for users and visitors, ensuring there is practical and procedural knowledge around compliance and risk.

Departmental Responsibilities

3. To provide routine planning and supervision of tasked jobs and activities for the works dep't including, but not limited to serving as site supervisor/foreman, compliance with and development of safe systems of work, risk assessments and the effective use of allocated resources
- 4 To assist with grounds maintenance activities including, but not limited to: grass cutting, strimming, hedge-trimming, pruning of trees and other growth, the cutting of fallen wood, planting, clearing, cleaning, application of herbicides, litter picking, the emptying of bins on property under the control of the Council and the use of associated tools, chemicals, equipment and machinery.

5. To assist with building, cleaning and property maintenance activities including, but not limited to:- maintenance, clearing, cleaning, decoration of and repairs to buildings, play equipment, street furniture, walls, thoroughfares, land, waterways and structures or other property under the control of the Council and the use of associated tools, chemicals, equipment and machinery.
6. To assist with the delivery of events or initiatives promoted or supported by the Council and related activities.
7. To adhere to Council policies and procedures, and keep secure and in good condition tools, equipment, vehicles and machinery.
8. To assist in and ensure (as site foreman - where applicable) the maintenance of site and related public safety with particular regard to Council requirements and the applicable provisions of Health and Safety legislation, COSHH regulations (for the use and storage of hazardous chemicals), the holding of applicable tickets for use of vehicles, chemicals, machinery, tools and equipment and maintenance of safe working practices.
9. To be familiar with and provide support:
 - i. To operate/maintain certain departmental systems including from an inspection and administrative perspective and when applicable providing cover for the Community and Compliance Officer
 - ii. A flexible, efficient and effective works support service to the commercial and community operations of the Council including the co-ordination and control of allocated resources if/as appropriate.

Other

10. To undertake training, including in working practices (such as manual handling or working at heights) and the use of specific tools, vehicles, chemicals, equipment or machinery relevant to the duties of the role
11. To hold a current full driving licence
12. To undertake such other duties as may be deemed necessary and as are commensurate with the grading of the post.

NOTE where lists are included these are indicative of the duties associated with the role and should not be treated as exhaustive.