



JOB DESCRIPTION

POST	MAINTENANCE MANAGER	SALARY	£17,290
REPORTING	ASSISTANT TOWN CLERK	WEEKLY HOURS	AVERAGE 35
EMPLOYER	VENTNOR TOWN COUNCIL	LEAVE	28 DAYS
PURPOSE	TO ENSURE ALL THE TOWN COUNCIL'S PREMISES ARE FIT FOR PURPOSE		

KEY TASKS

- 1) Regularly inspect all the Town Council's facilities to identify and resolve or report issues
 - 2) Support, supervise and allocate the work of the Town Council's cleaners in maintaining high standards
 - 3) Ensure health and safety policies and practices are complied with
 - 4) Arrange for the timely placement of orders for miscellaneous supplies
 - 5) Plan and oversee all repair and installation activities
 - 6) Manage relationships with related contractors and service providers
 - 7) Perform a wide variety of general and semi-skilled maintenance activities (eg carpentry, painting etc) that do not require external contractors
 - 8) Arrange furniture and equipment for events held in Salisbury Gardens' Green Room
 - 9) Respond to emergency situations during and after normal hours to resolve immediate safety concerns
 - 10) Maintain Town Council's vehicle, tools and equipment to ensure availability in safe working condition
 - 11) Manage the Town Council's Beach Safety project during the season
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RELATED TASKS

- 12) To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data
 - 13) To comply with Ventnor Town Council's Equal Opportunities Policy and apply it at all times
 - 14) To carry out such other duties as may occasionally be required by the Assistant Town Clerk in line with the objectives of the post and Ventnor Town Council
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