

Vacancy

Maintenance Officer Full-Time (39 Hrs) including paid lunch break

Salary From £24,496 (Subject to experience) plus 5% out of hours payment

The Council is seeking to appoint an enthusiastic team player who takes pride in Downham Market.

The successful candidate will have good communication skills, be well organised, have the ability to work alone and as a team. This post will require the candidate to work flexibly including evenings and weekends with 2 days off over a 7-day period.

Duties will include cleaning, litter picking and minor maintenance / repair of Council assets, as directed, including:

Town Council Offices

Town Hall

Jubilee Community Centre

Jubilee Sports Centre, Town Square

Town Council owned Car Parks

Skate Park

War Memorials

Memorial Garden

Town Signs

Noticeboards

Benches

Water Fountain

Additional duties will include liaising with contractors and acting as a point of contact, reporting and managing immediate safety defects plus completing designated statutory testing such as legionella, portable appliance, emergency lighting, fire alarms and equipment, defibrillator and ladders.

You must have 2 GCSEs (grades A-C / 9-4) or equivalent in English & Mathematics.

It would be desirable if the candidate had a manual driving licence.

Attendance at some evening and weekend events will be required, for which time off in lieu will be granted.

The Council is keen to encourage staff progression and is willing to support continual professional development in addition to providing mandatory training.

You will need to demonstrate that you have the essential and where possible, desirable experience, skills and knowledge.

Candidates who do not evidence that they have met the essential qualifications and experience will not be short-listed

Please apply for an application pack including full job description by emailing [claire.dornan@downhammarkettc.co.uk](mailto:claire.dornan@downhammarkettc.co.uk)

For an informal chat, please phone the Town Clerk, Claire Dornan, on 01366 387770

Closing Date: 5pm on 10 July 2023.