

# East Peckham Parish Council

## Job Role: Facilities Maintenance

### About Us:

We are a medium sized Parish Council in the village of East Peckham, Kent. We are responsible for a range of facilities within the village and provide activities, events and services for the residents and our local community. Our main facilities are based at the Jubilee Hall, where we have 2 playgrounds, tennis courts, a sports hall, 4 football pitches, a multi-use games area, adult exercise area and the Parish Office and carpark.

### About the role:

As Facilities Maintenance, you will be responsible for ensuring the upkeep, repair, and smooth operation of facilities and equipment owned by the Parish Council, to ensure they are safe, accessible, and visually appealing for public use. The role involves addressing day-to-day maintenance requests, performing routine inspections, and supporting the Parish Office with ad-hoc tasks. The role reports into the Parish Clerk.

### You Will Bring :

- A strong knowledge of and building maintenance procedures.
- A natural ability to troubleshoot, diagnose, and repair a range of minor issues.
- An ability to work independently and manage tasks efficiently, as well as being able to collaborate with others.
- A passionate, enthusiastic, self-motivated, hands-on approach to all things
- An eye for detail and to consistently deliver outstanding performance and quality standards.

### A day in the life of :

- Performing maintenance tasks across our facilities including grounds, building, public toilets and other parish-owned facilities.
- Inspecting and repairing minor issues to ensure all equipment can operate efficiently.
- Conducting routine inspections and preventive maintenance to avoid potential problems and keep in line with relevant compliance requirements
- Report any hazards or maintenance issues promptly.
- Maintaining accurate records of all maintenance tasks and inspections.
- Protecting the assets of the Parish Council, including any items of uniform and company tools issued.
- Comply with all current relevant health and safety policies and procedures.

### Working week and Pay:

6 hours per week, split over 2 mornings, ideally 9am – 12noon

Pay scale LC1 Steps 13-17 (£14.60 - £15.58 per hour) plus pension and paid holiday

If the above sounds like a role for you, then please get in touch for more details:

Email: [councilmanager@eastpeckham-pc.gov.uk](mailto:councilmanager@eastpeckham-pc.gov.uk) Tel: 01622 871309 (9am – 1pm, Mon-Fri)