

RUSHDEN TOWN COUNCIL

We are looking for someone to join our small team as a full time PARKS, OPEN SPACES AND BUILDINGS OFFICER.

Hours of work are 37 hours per week, although some weekend or evening working may be required.

This post will encompass a wide range of responsibilities including the inspection, Management and maintenance of all property owned by Rushden Town Council. This will include visual and operational inspections to all sites and buildings and carrying out basic repairs and maintenance as required. You will also be required to assist with our busy events programme throughout the year.

We need someone who can respond to emergency situations and take the necessary action to rectify any damage to Council property.

The ideal candidate will be enthusiastic, be able to work on their own initiative and as part of a team. Good communication skills and computer literacy are essential, together with sound practical knowledge and experience of working in this type of role.

A self-motivated and positive attitude is required, together with a flexible approach to work and working hours.

Spinal column Point 18 -22
(£18,870 - £21,074)

Please return completed application forms to us at Rushden Town Council, Rushden Hall, Rushden, NN10 9NG.

Email address clerk@rushdentowncouncil.gov.uk

Closing date: Friday 7th December 2018

Person Specification

	Essential Criteria	Desirable Criteria
Key Skills and Abilities	<p>Ability to effectively organise personal workloads.</p> <p>Ability to undertake a diverse workload.</p>	
Education and Qualifications	Good general education.	
Knowledge	Practical DIY skills	<p>Knowledge of Health and Safety.</p> <p>Practical knowledge of asset maintenance and inspection of assets</p>
Experience	Working with the public and a good level of customer care.	Experience of working in this type of role.
Personal Attributes	<p>Good interpersonal skills. Ability to work in a team with staff and Councillors.</p> <p>Ability to use one's initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Self-motivated and a positive attitude.</p> <p>Can work alone.</p> <p>Lives local to Rushden</p>	Full clean driving licence.