



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Job Title: Maintenance Team Leader

Service: Town Council

Location: Harleston Town Council Office

Hours: 37 hours per week, with ½ hour for lunch (unpaid)

Pay Scale: Between SCP 4 & 7 depending on qualifications and experience.

Reporting to: Administration Manager

Job Objectives

- Provide effective oversight to ensure all assets are maintained to a high standard.
- Uphold compliance with Health and Safety legislation, as well as all relevant Council policies and procedures.
- Promote efficient working practices and foster a culture of accountability within the team.
- Identify and address emerging Health and Safety and Public Safety issues, recommending remedial action when necessary.
- Liaise with the Administration Manager to support and facilitate the improvement of the Council's assets.
- Identify and make recommendations to the Administration Manager for work requiring contractor involvement.
- Liaise with contractors and the Administration Manager to obtain quotations, make recommendations on quotes, and ensure contracted work is completed satisfactorily and on time.
- Make recommendations for the replacement of maintenance assets when necessary.
- Collaborate with the Administration Manager on the budget for maintenance costs.

Operational Duties

Ensure the following are carried out:

- Conduct appropriate inspections of Council assets, addressing maintenance issues related to the Memorial Leisure Centre, recreation grounds, cemetery,



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allotments, play equipment, clock tower, war memorial, Christmas lights, car parks, toilets, and any other identified Council asset.

- Support the maintenance of the town's streets, lanes, and footpaths, ensuring they remain in a safe, clean, and tidy condition.
- Empty litter bins and clear Council-owned properties of dropped litter.
- Carry out grass-cutting, strimming, hedging, tidying of paths, and other hard landscaped areas on Council-owned assets.
- Undertake painting and decorating as required.
- Make repairs to the fabric of any Council-owned properties as needed.
- Set up and clear up after any event or market.
- Ensure Council vehicles are regularly serviced and have up-to-date MOTs, maintaining them in good working order.
- Be responsible for locking and unlocking buildings/facilities as required, including safeguarding keys and Council property.
- Act as the primary nominated person for out-of-hours callouts relating to the security system and any other facility-related issues.
- Perform PAT testing of small Council electrical equipment, including calibration of PAT equipment and delivery of PAT training as required.
- Fulfil duties pertaining to the cemetery as required by the Council.
- Ensure prompt identification and reporting of all relevant risks—including Health & Safety concerns, operational hazards, and risk management issues.
- Communicate incidents and potential risks to the appropriate authorities, such as the Town Clerk or escalate in an emergency to the local Police or other services.
- Undertake any other maintenance tasks as reasonably required and requested.
- Carry out inspections and testing as required (including Legionella temperature control, fire alarm, emergency lights & play area equipment)
- Set up the SAM2 equipment each month at different sites and provide the results to the Deputy Town Clerk.
- Clear pests from Council-owned land using licensed pesticides, and control weeds and undertake tree maintenance.



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- Be fully trained in Working at Height regulations (PASMA).
- Undertake other reasonable duties as directed by the Town Clerk to support Council operations.

Team Oversight

- Oversee the day-to-day task list for the Maintenance Team to ensure delivery of an effective and efficient service.
- Ensure Maintenance Team colleagues consistently uphold the Council's policies and standards.
- Recommend training programs for Maintenance Team colleagues.
- Carry out risk assessments for Council assets or activities and ensure Maintenance Team members are adhering to them.
- Promptly notify the Administration Manager of any concerns or incidents involving Maintenance Team members in line with organisational procedures.

Professional Development

- Attend relevant training as required by the Council.

Maintenance Team Leader: Person Specification

The criteria will be assessed through the Application (A) and/or at Interview (I).

Criteria

Relevant Experience		Assessment
Previous facilities/maintenance experience - at least 3 years of working in the building, maintenance or a related industry.	Essential	Interview Application
Ability to interpret work instruction and deliver/complete tasks to the appropriate standards	Essential	Interview Application
Experience of delivering a wide range of proactive and reactive maintenance activities	Essential	Interview Application
Previous experience in the use of plant, power machinery and hand tools.	Essential	Interview Application
Practical experience of building and grounds maintenance work in a Council or similar environment	Desirable	Interview Application
Previous supervisory or managerial experience.	Desirable	Interview



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		Application
Education and Training		
A nationally recognised trade qualification (e.g. NVQ Level 3 City and Guilds qualification)	Desirable	Interview Application
Hold a full manual driving license (B+E licence) and trailer towing	Essential	Interview Application
GSCE (or equivalent) Maths and English	Essential	Application
Relevant technical, professional or vocational qualifications such as: Plumbing qualifications Electrical qualifications e.g. Part P electrics Qualifications in the use of plant, power tools and hand tools RoSPA Playground Inspection Certification LANTRA certification Health and Safety certification Lifting and manual handling certification High level cleaning safety First Aid Certificate Working at Heights certification PAT testing certification Legionella testing certification	Desirable	Interview Application
Experience and recognised qualifications in arboriculture work and gardening	Desirable	Application
Plumbing and electrical qualifications	Desirable	Application
Knowledge		
A sound basic knowledge of plumbing and electrics	Desirable	Interview Application
Working knowledge of building/ property compliance systems (heating, fire and emergency alarms, lifting equipment)	Essential	Interview Application
Knowledge of current Health and Safety regulations and safe working practices	Essential	Interview Application
Skills		
Ability to work effectively as part of a team and communicate clearly and confidently	Essential	Interview Application
Be able to work on own initiative managing time and workload effectively	Essential	Interview Application
Good customer care skills with an ability to connect with and build positive relationships with a wide range of stakeholders.	Essential	Interview Application



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Ability to work under pressure, to deadlines, prioritise tasks and organise own workload while ensuring high standards of property and grounds maintenance	Essential	Interview Application
Have a flexible approach to working and willingness to learn	Essential	Interview Application
Ability to operate within set guidelines	Essential	Interview Application
Have a good level of fitness to meet the requirements of the job	Essential	Interview Application
A good local knowledge of Harleston and its community.	Desirable	Interview Application
Experience of working with local communities and partnerships e.g. voluntary, business, other levels of local government or public sector organisations.	Desirable	Interview Application
Other Job-Related Requirements		
Ability to work overtime when required	Essential	Interview