



Council Offices, Dungeon Brow, Market Street, Hayfield, High Peak, Derbyshire, SK22 2EP  
Tel. 01663 744550. Email: [clerk@hayfield-pc.gov.uk](mailto:clerk@hayfield-pc.gov.uk)  
[www.hayfield-pc.gov.uk](http://www.hayfield-pc.gov.uk)

## **JOB DESCRIPTION – MAINTENANCE ASSISTANT**

### **Overall Responsibilities**

The Hayfield Parish Council Maintenance Assistant is required to clean and maintain the parish of Hayfield and council property and to act as an ambassador for the Council.

### **Specific responsibilities**

1. To empty the public litter bins in Hayfield and Little Hayfield.
2. To collect litter from around the parish.
3. To carry out and record weekly inspections of play parks, the skate park and play park equipment.
4. To maintain village seating and grit bins, including painting.
5. To maintain Parish Council noticeboards.
6. To carry out repairs to Council fixtures and property where appropriate.
7. To monitor and report all other damage to any Parish Council property.
8. To maintain regular (weekly) contact with the Clerk / RFO
9. To be helpful and courteous to the general public when undertaking council duties.
10. To complete a monthly timesheet of hours worked and duties undertaken.
11. To undertake any other reasonable duties as requested by the Clerk / RFO.

### **Person specification**

- Friendly, helpful and reliable
- Physically fit and able to carry out specified responsibilities
- Full current driving licence with use of vehicle
- Able to work independently (as the role entails much lone-working)
- Able to complete tasks without supervision
- A commitment to the work of the Hayfield Parish Council