



Latheron, Lybster & Clyth Community Development Company

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**6<sup>th</sup> May 2021**

**Post of Maintenance Officer**

Dear Sir/Madam,

Thankyou for your interest shown for the post of Maintenance Officer.

Please see enclosed a job application and person specification.

All applicants will need to complete an Equal Opportunities monitoring form.

Please send your current CV, along with the EO form to the following email address:

**[llccdc@outlook.com](mailto:llccdc@outlook.com)**

The deadline for completed applications is 17 May 2021.

Interviews will take place the week beginning 24 May 2021.

If you require an informal chat, please phone Tom on **(01593) 721283**.

We look forward to hearing from you.

Best wishes

A handwritten signature in black ink, appearing to be 'Tom Briscoe', written in a cursive style.

Tom Briscoe  
LLCCDC Centre Manager.

## **Job Description & Person Specification**

Maintenance Officer

### **Duration**

12 Months

### **Job Description**

#### **Main Purpose**

Main purpose is to progress the development and maintenance of the LLCCDC's main projects. You will support the Resource Centre Manager to identify, provide and support the provision of support services to the community in South East Caithness, Build the capacity of the community in South East Caithness both through Lybster Tool Shed, the Resource Centre and through outreach; also, to support LLCCDC, its proper functioning and development and delivery of its projects.

#### **Background**

This post assists the company to take forward a coordinated approach in developing our local community which the community has initiated and approved through ten years work of the Latheron Lybster and Clyth Community Development Company. South East Caithness was an 'Initiative at the Edge' area as a result of falling population and reduction in community capacity. This project represents the community's response to turning things around and its determination to make itself a better place for the future.

Latheron Lybster and Clyth Community Development Company has identified a range of projects that it wishes to see advanced, and it will be the Maintenance Officer's role to work with the Resource Centre Manager to provide maintenance work and assistance in supporting the progress of the company projects during this period.

#### **Duties and Responsibilities**

##### **Personal Requirements**

A hard-working, honest, dependable, self-motivated person to work as a team member with other staff and volunteers.

##### **Overall Duties**

- Maintaining the Polytunnels and Allotments, Fruit Cages, Lybster Tool Shed Project, the Resource Centre and surrounding grounds.

##### **General Duties**

- Upkeep and general care of all LLCCDC's facilities
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, grassed areas, and all entrances.
- To empty internal rubbish bins daily and be responsible for external bins prior to emptying, adhering to recycling initiatives.
- Carrying out minor repairs to property and other buildings, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyperson.

- Supporting Resource Centre Manager with contractors with regards repair and maintenance work and assisting in inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- General portering duties and moving of equipment and office furniture
- Checking damage/security every morning on arrival at the premises
- Lettings as required - opening, closing and general duties
- Preparation of buildings for functions as required
- Receive and check goods and supplies and take them to the appropriate place for storage
- Ensure that all refuse is disposed of promptly and stored away from the main building
- Ensure that clear passage is maintained on fire escape routes
- Test fire alarms weekly.
- Carry out periodic cleaning of all internal surfaces to a height of eleven feet from floor level
- Report any defects of building, furniture, fittings and equipment to the Resource Centre Manager
- Grounds Maintenance
- Regular check of roofs for pooling, debris, plant growth etc.
- Keep all hard surfaces free of moss and weeds
- Disinfect drains and dustbins regularly
- Make safe any hazards and ensure that the area is cordoned off
- Keep paths, entrances free of ice and snow to ensure the safety of all users

### **Security**

- Opening and closing, unlocking and locking of main building and other buildings
- Open and close the centre for evening use at times arranged by the Resource Centre Manager
- Register as main Key Holder and be the first point of contact in an emergency callout situation
- Overall security of the premises including the locking of all windows, doors and gates.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in holidays or weekends.

### **Cleaning**

Cleaning duties will include the following:

- To clean designated areas of the building
- Mopping hard floor surfaces
- Vacuuming carpeted areas
- Wiping, polishing, dusting of designated areas
- Spot cleaning of spillages
- Emptying and cleaning bins
- Cleaning of toilets and toilet areas, and replenishment of paper towels, toilet rolls and other disposables.
- Cleaning of internal glass, internal and external door glass and internal side of external windows
- Cleaning of external windows at ground level as necessary
- Straightening furniture and general tidying up of designated areas

## **Management**

- Be responsible for monitoring and ordering cleaning supplies and equipment
- Noting, monitoring and reporting any defects in the buildings to the Resource Centre Manager
- Meet regularly with the Resource Centre Manager, re: Health and Safety issues and Building Maintenance
- Monitor the work of contractors working on site
- Responsibility for heating, lighting and water including lighting and cleaning the commercial woodburning stove as well as splitting logs with the log splitting machine
- Ordering and storing logs for heating.
- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Read electric and water meters as required
- Monitoring and setting of heating controls and boilers
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Using appropriate PPE, replace, repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.
- Under new Covid-19 restrictions, ensure that cleaning stations are in place, protective Perspex screening is cleaned, and suitable signage is visible for the purpose of social distancing.
- Any other work requested by, and deemed appropriate by the Resource Centre Manager, and LLCCDC's board of directors

## **Reporting to:**

The Resource Centre Manager

Latheron Lybster and Clyth Community Development Company Directors

## **Salary Scale**

£19,000 - £22,000 pro-rata for 20 hours

## **Contract**

Fixed term contract for 12 months (renewed contract dependent on securing future funding)

## **Hours per week/Overtime**

20 hours. There may be an opportunity for working overtime depending on budgets. However, any additional hours worked will normally be taken as TOIL (time off in lieu). Timetable of hours to be agreed.

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Location of employment**

LLCCDC, Seaview House, Harbour Road, Lybster. Caithness. KW3 6AH

Tel: 01593 721283

Email: llccdc@outlook.com

## **Person Specification**

There are no formal qualifications with this post, however the candidate will need to have a general level of education and have a range of practical experiences which are highlighted in the person specification below. The candidate should also be willing to undertake any training necessary for the post.

- Be responsible, honest and reliable.
- Be resourceful and self-motivated
- Be practical and good with their hands.
- Stay calm in an emergency, e.g. if there is a break-in or a fire.
- Have good verbal communication skills.
- Be prepared to work unsociable hours.
- Have some budgeting skills.
- Understand safe working practices and health and safety legislation.
- Have some understanding of building construction and design.
- Be able to interpret technical information.
- Be well organised and able to prioritise their own work.
- Be happy to work on their own and capable of supervising other people.
- Be reasonably fit.
- Ability to resolve problems.
- Ability to deal with other contractors or maintenance workers
- Able to resolve complaints quickly and efficiently
- Able to work as part of a team

**Latheron Lybster and Clyth Community Development Company**  
**April 2021**