

RAMSEY TOWN COMMISSIONERS

Particulars relating to the post of

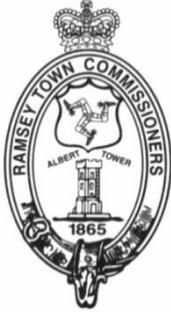
CARETAKER/HANDYPERSON

March, 2017.

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*Further information can be obtained from the
Ramsey Town Commissioners' Web Site at:
www.ramsey.org.im*



RAMSEY TOWN COMMISSIONERS

CARETAKER / HANDYPERSON

An opportunity exists for a suitably experienced and motivated individual to join the Housing and Property team of Ramsey Town Commissioners in the position of **Caretaker / Handy person**.

The successful candidate will provide efficient and effective caretaking / handy person duties primarily to the Town Hall and Library.

Applications will close at 12 noon on Friday, 21st April, 2017.

Further details and application forms can be obtained from the Commissioners' website www.ramsey.gov.im or from the undersigned.

T. P. Whiteway,
Town Clerk & Chief Executive,
Ramsey Town Commissioners,
Town Hall,
Ramsey. IM8 1RT

APPOINTMENT PROCEDURE

1. Applications

Candidates are asked to complete the attached application form in either type or black ink.

2. References

The two referees quoted on your application will only be contacted in the event of you being shortlisted, unless you request that they be contacted earlier. They should be able to comment from recent first-hand experience regarding your suitability for the post.

3. Closing Date

The closing date for receipt of applications is **12 noon on Friday 21st April, 2017**. Application forms should be returned to:

T P Whiteway
Town Clerk & Chief Executive
Ramsey Town Commissioners
Town Hall
Ramsey IM8 1RT

All applications should be marked:

**Private and Confidential
CARETAKER/HANDYPERSON**

4. Acknowledgement

All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application following the short-listing process.

5. Interviews

Short-listed applicants will be invited for interview on Friday 28th April 2017.

6. Canvassing

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

7. Relation of Members or Officers

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

8. Further Information

If any further information is required regarding this post, please contact the Deputy Housing & Property Manager at the above address.

RAMSEY TOWN COMMISSIONERS

MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015

JOB OUTLINE

| | |
|-------------------------|------------------------------------------|
| DEPARTMENT | Housing & Properties |
| DESIGNATION | CARETAKER/HANDYPERSON |
| REPORTS TO | Maintenance Supervisor |
| DURATION OF POST | Permanent Post |
| HOURS OF DUTY | Normal hours of work – 37 hours per week |

| | | |
|-------------------|--------------------|------------------|
| Monday – Thursday | 8.00 am to 12:15pm | 1:00pm to 4.15pm |
| Friday | 8.00 am to 12:30pm | 1:00pm to 3.30pm |

No enhanced overtime payments paid until 47 hours have been worked.

JOB PURPOSE

To provide efficient and effective caretaking/handyman duties primarily to the Town Hall & Library including ensuring the general security, safety, cleanliness and appearance of the buildings and its surroundings including the car park and landscaped areas are maintained to a high standard and kept in a clean and hygienic condition. After an initial period of instruction, to ensure that operational systems are working effectively including the heating plant and equipment. Working on a rotational basis, to ensure a high standard of cleanliness to designated communal areas in various properties in the town in the ownership of the Commission. Liaising with and reporting to the Maintenance Supervisor and/or the Housing & Property Managers on day to day matters including property maintenance and repairs and/or Health & Safety on the Commission's Housing Stock and all other premises and property under the Commission's control.

SUMMARY OF MAIN DUTIES

1. To be responsible for maintaining the security of the Town Hall & Library premises including opening of doors at the beginning of each normal working day;
2. To assist with the testing of Fire and Burglar alarms and reporting any malfunctions to the Maintenance Supervisor and/or the Housing & Property Managers;
3. To liaise with Town Hall staff and other users in relation to the layout of rooms for hire and assisting with the erection and dismantling of display equipment, but also

dove-tailing into the policy which is to be introduced for hirers to 'leave it as you find it': the exception being in the case of hire of rooms for Weddings;

4. To act as a point of contact for maintenance and service engineers visiting the Town Hall premises to carry out periodic inspections and repairs;
5. To ensure that heating plant and equipment is operating efficiently and effectively; making any adjustments as necessary and reporting defects and malfunctions to the Maintenance Supervisor;
6. To carry out basic handy person duties;
7. To be responsible for ensuring clear and safe pedestrian access to the Town Hall and Library premises particularly in adverse weather conditions (e.g. gritting in snow and icy conditions);
8. To undertake cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, dusting and polishing, including internal glass of doors, windows, partitions, window blinds, fixtures and fittings, toilets and associated facilities, using necessary powered equipment where appropriate;
9. To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc... and clean up spillages as required –save in the case of gross fouling and in such an event to liaise with the Maintenance Supervisor and/or senior line managers, to secure the services of specialist cleaners;
10. To agree and maintain with the Maintenance Supervisor and/or senior line managers a cleaning schedule for the Town Hall & Library premises, such schedule to prioritise the cleanliness of public access areas the aim being to provide an overall acceptable standard of cleanliness at all times;
11. To control the provision and replenishment of toiletry and cleaning items and arrange for their storage and re-ordering as necessary in liaison with the Maintenance Supervisor;
12. Carry out all duties with particular regard to complying with Health & Safety Regulations and Codes of Best Practice which may prevail;
13. To be aware of their responsibility to work safely using suitable equipment and to wear the appropriate Personal Protective Equipment (PPE) issued as and when necessary;
14. Interdepartmental working as required/necessary;
15. Undertaking any other duties of a similar level of responsibility as delegated by the Maintenance Supervisor and senior line managers.

| <u>SKILLS REQUIRED</u> | <u>Essential</u> | <u>Desirable</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|
| A full clean valid driving licence (not HGV) | X | |
| Experience of a similar role | | X |
| The ability to work to a high standard | X | |
| Familiarity with all procedures relating to safe working practices | X | |
| Appropriate communication skills given that the post-holder will be in regular contact with the public who are visiting the Town Hall and Library and also whilst carrying out duties within other properties | X | |
| Be capable of giving, receiving and acting upon clear instructions | X | |
| Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority | X | |

HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?

The job occupant has no responsibility for the supervision of other staff or contractors.

WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?

1. All tools, equipment and materials (e.g. Hand tools, ladders, paints etc.), required to be used by the post holder and belonging to or on hire to the Commission. The use of the above is conditional on adequate training and up to date certificates of competence where applicable.
2. Light Van, or Pick up vehicles, towed equipment used by the post holder and belonging to or on hire to the Ramsey Town Commission. The towing of any equipment is restricted by licence categories.

DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?

Yes, on a daily basis as the role is performed within Ramsey Town Hall and tenanted properties.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?

No.

SIGNED – POST HOLDER _____

SIGNED – LINE MANAGER

SIGNED – TOWN CLERK

DATE

RAMSEY TOWN COMMISSIONERS

CARETAKER/HANDYMAN

PERSON SPECIFICATION

Personal Qualities and Attributes (Essential – E; Desired – D; Interview – I)

| REQUIREMENT | | ESSENTIAL / DESIRABLE | TEST |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------|
| EDUCATION - to include but not be limited to | | | |
| 1. | Good level of general education | Desirable | Production of Certificates |
| EXPERIENCE - to include but not be limited to | | | |
| 3. | Experience in a similar role | Desirable | Application Form and Interview |
| 4. | To hold a current clean full driving licence. | Essential | Production of Driving Licence |
| 6. | To work to a high standard | Essential | Application Form and Interview |
| 13. | Familiarity with all procedures relating to safe working practices | Essential | Application Form and Interview |
| 14. | Appropriate communication skills given that the post-holder will be in regular contact with the public; working in public open spaces | Essential | Application Form and Interview |
| 15. | Be capable of receiving and acting upon clear instructions | Essential | Application Form and Interview |
| 16. | Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority | Essential | Application Form and Interview |

RAMSEY TOWN COMMISSIONERS

CARETAKER/HANDYPERSON

CONDITIONS OF SERVICE

1. **APPOINTMENT**

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A more formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

2. **PERIOD OF NOTICE**

The length of notice required to be given to terminate employment is as follows:-

By the Employing Authority

| Period of Continuous Employment | Minimum Notice |
|----------------------------------------------|-------------------------------------------------|
| Two weeks or more but less than two years | Two weeks |
| Two years or more but less than twelve years | One week for each year of continuous employment |
| Twelve years or more | Not less than twelve weeks |

By the Employee

| Period of Continuous Employment | Minimum Notice |
|-------------------------------------------|-------------------------------------------------|
| One month or more but less than two years | One Week |
| Two years but less than four years | One week for each year of continuous employment |
| Four years or more | Four weeks |

3. **SALARY AND CONDITIONS OF SERVICE**

The Commission has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement ("the Agreement") a copy of which is held in the office for perusal by staff members at any time or may be viewed on line at <https://www.gov.im/media/1351036/nsp-agreement-signed-31316.pdf>.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 1, salary scale points 8, 10 and 12 (currently £14,881, £16,587, £18,316). If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid weekly directly into the employee's bank account.

4. NORMAL WORKING HOURS

| | |
|--------------------|----------------------------------------------------|
| Monday to Thursday | 8:00 a.m. to 12:15 p.m. and 1:00 p.m. to 4:15 p.m. |
| Friday | 8:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3:30 p.m. |

- a 5 day, 37 hour week.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 26 days after 10 years' service.

Length of Service Annual Leave (Days)

| | |
|----------------|----|
| On appointment | 21 |
| After 3 years | 22 |
| After 5 years | 23 |
| 7 years | 24 |
| 9 years | 25 |
| 10 years | 26 |

In addition the appointee will be entitled to public holidays as laid down by the Treasury. Where the workplace is closed on non-Bank Holidays the appointee will be required to utilise annual leave or time in lieu as applicable.

6. PENSION

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Town Clerk & Chief Executive.

7. DUTIES OF THE POST

See Job Description

Ramsey Town Commissioners

FUNCTIONS AND DUTIES

| | |
|------------------------------------------|---------------------------------------------------------------------|
| Abandoned Vehicles | Pedlars and Street Traders |
| Beaches | Play Areas |
| Building Control | Public Clocks and Seating |
| Car Parking | Public Information/Advice |
| Civic Amenity Site | Public Pleasure/Recreation Grounds |
| Community Halls | Public Seats and Shelters |
| Consumer Advice | Public Toilets |
| Control of Dogs | Rate Setting |
| Environmental Health Enforcement | Refuse Collection |
| Events and Attractions | Registration of Births, Deaths, Marriages and Civil Partnerships |
| Facility for the Public to view Planning | Sanitation |
| Houses in Multiple Occupation | Sheltered Housing Authority |
| Regulations/Enforcement | Administration |
| Food Hygiene Enforcement | Street Cleaning |
| Highway Hedgerows, Gulleys & Verges | Street Lighting |
| Housing | Street Nameplates |
| Library | Tourist Information |
| Litter Act/Designated Litter Officer | Unsightly/Derelict Buildings |
| Local Byelaws/Enforcement | War Memorial |
| Maintenance of Open Spaces | Sports Facilities |
| Nuisance Abatement | |