

Treverbyn Parish Council – Maintenance / Odd-Job Contractor Specification

Role Title: Maintenance / Odd-Job Contractor

Status: Self-Employed Contractor (Non-Employee)

Reporting To: Parish Clerk – Mr Darren R. Hawken

1. Purpose of the Role

Treverbyn Parish Council seeks to engage a suitably skilled contractor to undertake ad-hoc maintenance, repair and improvement tasks across Parish-owned assets and public areas.

The purpose of the role is to ensure that Parish facilities are maintained in a safe, functional and presentable condition for residents and visitors.

2. Nature of Engagement

This is not an employed position. The successful individual will be engaged as a self-employed contractor.

- No contract of employment is created
- No guaranteed hours or minimum workload
- Work offered on an ad-hoc, as-required basis
- The contractor may accept or decline individual tasks

3. Scope of Work

The contractor may be requested to undertake a range of practical tasks, including but not limited to:

General Maintenance & Repairs

- Repair of benches, noticeboards and bus shelters
- Minor building repairs and general upkeep
- Replacement or repair of damaged fixtures and fittings

Painting & Refurbishment

- Painting and treatment of wood and metal structures
- Refurbishment of parish-owned street furniture

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Installation Works

- Installation of signage, posts and small infrastructure
- Replacement of worn or damaged items

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Cleaning & Upkeep

- Cleaning of noticeboards, signs and public fixtures
- Targeted litter picking or clearance (e.g. fly tipping incidents)

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Inspection & Reporting

- Visual inspection of parish assets

- Reporting hazards, damage, or required works to the Parish Clerk

Support for Parish Projects

- Assistance with small improvement or community-led projects

4. Exclusions

The following services are *not* included within this role:

- Grass cutting of open spaces
- Maintenance of public footpaths
- Maintenance of Treverbyn Cemetery grounds

These are managed under separate contractual arrangements.

5. Working Arrangements

- Tasks will be issued by the Parish Clerk or authorised representative
- Scope, timescale and cost should be agreed in advance where possible
- The contractor is expected to complete work within agreed timeframes
- Urgent works may occasionally be required

6. Payment Terms

- Payment will be made upon submission of a valid invoice
- Rates (hourly or day rate) to be agreed in advance
- No payment will be made without an invoice
- The contractor is responsible for all tax, National Insurance and VAT (if applicable)

7. Contractor Responsibilities

The contractor will:

- Provide all tools, equipment and transport required
- Hold valid and adequate public liability insurance
- Comply with all relevant health and safety legislation
- Undertake suitable risk assessments where appropriate
- Ensure work areas are left safe and tidy
- Dispose of waste responsibly and legally
- Notify the Parish Clerk of any issues, delays, or additional works required

8. Person Specification

Essential:

- Proven practical skills in maintenance or similar work
- Ability to work independently and use initiative
- Good standard of workmanship
- Reliable and punctual
- Awareness of health and safety responsibilities
- Good communication skills

Desirable:

- Experience working with local authorities or public spaces
- Basic knowledge of risk assessment processes
- Multi-trade skills (e.g. carpentry, painting, general repairs)

9. Compliance Requirements

The successful contractor must:

- Provide proof of public liability insurance prior to undertaking work
- Provide a CV outlining relevant experience
- Have the legal right to work in the UK
- Undergo a DBS check if required for specific tasks

10. Equal Opportunities

Treverbyn Parish Council is committed to equality of opportunity and welcomes applications from all suitably qualified individuals.

11. Application Process

Applicants are invited to submit:

- A current CV
- A summary of relevant experience
- Availability
- Proposed hourly or day rate

Applications should be sent in the strictest of confidence to:

Mr Darren R. Hawken, Parish Clerk
clerk@treverbynparishcouncil.gov.uk

01726 851001

Closing Date: Friday 24th April, at 12noon