

Street/Cleaning Maintenance Contractor

CONTRACT DURATION: 12 months commencing 1 April 2018

PAYMENT: Tutbury Parish Council are inviting tenders from self-employed individuals. Please complete the attached form with annual cost in a sealed envelope Marked STREET CLEANING/ MAINTENANCE TENDER and send a separate written letter addressed to the clerk of your suitability for this contract.

HEALTH AND SAFETY: High visibility jacket must be worn for highway operations, work must be carried out in a manner avoiding risks set out in the risk assessment provided by the council. Individuals must provide their own tools and equipment to carry out the role.

DISPOSAL OF RUBBISH: The collected and bagged rubbish is to be stored for later collection by E.S.B.C. refuse collectors.

<u>Job Title</u>	<u>Environmental Street and maintenance contractor</u>
<p>Overview</p> <p>I Your work may take place anywhere within the parish of Tutbury but primarily within the central and other predominantly residential areas.</p> <p>II The work chiefly requires action to maintain or improve the appearance of the village. This will include sweeping of affected areas, litter picking, weeding, occasional clearing of scrub or trimming back of vegetation and other maintenance tasks, as required of parish facilities, organised by the Parish Council.</p> <p>III. Although you are encouraged to use your own initiative to take appropriate action, your work will normally be directed by a member of the Parish Council. This person will be identified to you and although he/she may change from time to time, you will always be advised of any change.</p>	
Job purpose	Working individually to hand sweep, litter pick in designated areas. Disinfect bus shelters. Undertake minor maintenance and gardening work.
Person Specification	<ul style="list-style-type: none">• Ability to work 6 hours a week flexibly including weekends and undertake extra hours as required.• The role will require a fit community minded person as significant bending, manual handling and stretching will be required.• A practical approach to getting things done• Excellent customer care and communication skills• General maintenance and handy-work skills

	<ul style="list-style-type: none">• Experience of cleaning and grounds maintenance• Flexibility to meet the changing needs of the community• Ability to communicate electronically. <p>Provide all equipment. To comply with risk assessment requirements and wear high vis parish council jacket. To have public liability insurance</p>
Contract 12 months	£240 a month additional hours £10 an hour

To sweep and litter pick, remove weeds in the designated areas twice a week.

To disinfect the bus shelters as required.

DESIGNATED AREAS: Bus shelters in Holts Lane, Burton Street, High Street, Park lane and Duke Street. The highways known as Duke Street, Lower High Street, High Street, Monk Street together with the Duke Street, car park, Other limited areas that may be requested by the parish council from time to time.

To maintain clear access to footpaths. To include strimming

Weeding the bus shelters and streets

Report on problems of fly tipping, needles, unacceptable waste and monitor the bins that need to be dealt with by ESBC.

Report any faults on Tutbury highways to the clerk and county highways

To clean and keep weed free the telephone box on Duke Street

To liaise with the clerk on a weekly basis as to ascertain priorities and provide a timesheet to the clerk

Additional Duties that may be required

Light maintenance work, e.g. painting benches erecting noticeboards signs, repairs and maintenance to the changing rooms as requested by the parish council

Delivery of flyers newsletters as required

To undertake gardening duties as requested by the parish council including weeding, strimming, edging and planting.

To clean/ cut back vegetation around street signs.

Other tasks not identified but on inline with the role/

Desirable

To hold valid qualifications and certificates for weed spraying.

Name	
Address	
Phone Number	
Email Address	
Annual Costs	
Additional costs	
Certificates/Licences held	
Additional Comments	