



Fleetwood Town Council

Onward to a Better Future

Vacancy for the position of Lengthsman *(a non-gender specific position)*

Fleetwood Town Council is looking to recruit a Lengthsman who will be required to work from the council offices at 122 Poulton Rd, Fleetwood and within the town of Fleetwood, including on the Allotments at Larkholme Avenue.

Please contact the Town Clerk Irene Tonge at clerk@fleetwoodtowncouncil.org.uk or phone 01253 872444 for more details.

Applications in writing providing evidence to support suitability for the role, should be submitted to:

Councillor Cheryl Raynor, Chairman to Fleetwood Town Council, 122 Poulton Rd, Fleetwood, Lancashire FY7 7AR

OR

by e-mail to : clerk@fleetwoodtowncouncil.org.uk by the closing date of **15 May 2023**.

Advert closes:

Monday 15 May 2023.

Shortlisting takes place:

Week commencing 15 May 2023.

Interviews:

16 -19 May (*in the evening*).

Hours:

Monday-Thursday 16 to 22 hours a week (*to be negotiated at interview*).

Starting salary:

National Joint Council for Local Government Services, NJC Scale 7-12 based on skills and experience; currently WTE range is £22,369 to £24,496 p.a., (*starting salary to be negotiated at interview*).

Based at:

122 Poulton Road, Fleetwood, FY7 7AR – working also at local sites within the town of Fleetwood.

Reporting to:

Town Clerk

Councillors

C. Raynor (Chairman) M. Stirzaker (Vice-Chairman) B. Stephenson K. Nicholson C. Armstrong

B. Crawford M. Blair L. Beavers C. Smith R. Shewan S. Pilkington T. O'Neill A. Craig B.E.M.



JOB SPECIFICATION

Job Title: Town Lengthsman (non-gender specific)

Location: The Town of Fleetwood

Hours: 16 to 22 per week over 4 days (flexible working). To be available for events/meetings, which maybe on a weekend and or in the evening.

The Lengthsman of Fleetwood Town Council is responsible for assisting with the day-to-day maintenance of the Town Council sites including the office, its rear garden and garage, Westview garage lock-up and the Allotments at Larkholme Avenue, and to deliver an excellent service resulting in an improved perspective of Fleetwood.

The Lengthsman will be responsible for all aspects of maintaining the external facilities owned by the Council; this includes small repairs and repainting various items, cutting grass, watering plants, gardening and general maintenance tasks as instructed by the Council. The role will require the right person to work outdoors throughout the year in all aspects of weather conditions.

Well organised, flexible and both proactive and reactive, the Lengthsman will thrive in a busy environment with developing and ever-changing activities in this physically demanding role.

Duties and Responsibilities:

Allotments, Fleetwood in Bloom, Fleetwood Festive Lights, Community Fishing Memorial and the Goth Funnel, Office and other

1. Fleetwood Larkholme Avenue Allotments

- To remove weeds from the public footpath and keep it in good condition
- To carry out grass cutting and strimming duties where necessary
- To keep the small car park in good order with any vegetation cut back and pruned
- To carry out minor repairs on allotment water outlets
- To assess and maintain access gates and lock
- For exiting tenants, ensure their plot(s) are left tidy, in accordance with Allotment Tenancy Agreement, in readiness for new tenant
- To meet with contractors to inform them of jobs to be undertaken at the allotments and to provide feedback to the Allotments' Committee and Clerk



2. Fleetwood in Bloom

- To undertake moss and litter removal from FTC owned planters and boats.
- To undertake light painting duties in the maintenance of Fleetwood Town Council owned planters and boats.
- To assist in the collection of materials from suppliers where necessary.
- Assisting the Committee where necessary with planting and weeding.
- The removal of compost from FTC owned planters and boats when required.
- Operating a watering schedule along with Committee members, accounting for weather conditions.
- To assist with the installation of the towns floral displays including hanging baskets, troughs, and planters.
- To assist with the towns floral displays by watering hanging baskets/plants on a regular basis.

3. Fleetwood Festive Lights

- To site sponsored banners on FTC owned barriers.
- Assist in the transportation of items to the Marine Hall for the Christmas Switch-on.
- To carry out a weekly inspection of the Christmas lights, reporting to our lighting contractor and Fleetwood Festive Lights Committee if there are any faults.
- To meet with contractors if necessary, providing feedback to the Fleetwood Festive Lights Committee and the Clerk.

4. Fleetwood Memorials – Goth Funnel and Community Fishing

- To ensure any locks and fencing remain in good order.
- To meet with contractors where necessary and provide feedback to our Clerk.
- To undertake light painting duties where necessary.
- To undertake litter picking duties around the Memorials when required.
- To remove weeds from the surrounding areas and keep it in good condition.

5. Town Council Office, outbuildings and other

- To undertake general maintenance duties such as lightbulb changing, repairs and DIY.
- To keep the front of the building and the rear back garden free from weeds and in good condition.
- To undertake minor decorating tasks.
- To act as a Key Holder for the buildings and to attend at unspecified times to open the buildings as maybe necessary.
- To maintain FTC notice boards and ensure they remain in a suitable condition.
- To meet with contractors and provide feedback to our Clerk.



PERSON SPECIFICATION

Qualifications

- Good numeracy and literacy.
- Full UK driving licence.

Experience

- Experience of planting, weeding, mowing, strimming and gardening.
- Grounds and building maintenance experience, including general repair, decorating and building work.

Knowledge

- Knowledge of Health and Safety requirements relevant to the role.

Skills and abilities

- Ability to be able to carry out general repairs.
- Ability to bend, lift and carry tools and equipment necessary for general maintenance activities.
- Ability to follow and comply with instructions on equipment/and or materials and follow safe working practices.
- Flexible attitude to work.
- Good communication skills.
- Good customer service skills, approachable, diplomatic and caring towards others and town environment.
- Ability to work in an organised and methodical way.
- Ability to work to deadlines.
- Ability to use own initiative.
- Good attention to detail.
- Self-diary management.

Other

- Community events – to assist with the setting up and dismantling of equipment such as stalls, Gazebo, bunting, flags etc.
- Is happy to attend full council and committee meetings, if required, and feedback town maintenance issues and needs.

Desirable

- First Aid training.
- Manual handling/heavy lifting/ladder training.
- Basic Health and Safety training.