

Romsley Parish Council - maintenance contractor

Romsley Parish Council is looking to employ a maintenance contractor to undertake a wide variety of maintenance and support activities across our Parish.

The Parish Council is looking to outsource this service on a contracted basis and would welcome expressions of interest from individuals who live in the area or local firms with building and field maintenance expertise.

The total number of contracted hours will 864 hours annually spread across 48 weeks per year. (It is expected that there will be a break of 4 weeks per year to allow for annual leave provision). This equates to 18 hours of activity each week normally spread over 3 days however, due to seasonal weather or the scale of tasks being undertaken, this may be varied as required. Travel time to and from the Parish at the start of the working period will not be included in these hours.

The actual rate for works will be finalised following discussions and will be dependent on the skills and experience offered by the applicant. At this time the expected value of the contract will be £12,960 for 864 hours of activity annually.

The contractor will be responsible for Tax, NI and Pension Contributions as well as all other HR matters. The contractor will also ensure they have all the relevant health and safety training and licences that are required by their activities. The Contractor will also be required to hold public liability insurance to a value greater than £5million.

Primary Duties:

The range of duties will cover a broad range of maintenance activities. A quarterly maintenance assessment and work plan will be agreed between the Contractor and the Council Clerk.

For guidance we expect the following duties to form a significant part of the services provided;

- The cleaning, painting and general maintenance of community assets such as play equipment, sign posts, lighting columns, fences, gates, bus shelters and other street furniture as required.
- The repair, maintenance and installation or disposal of Council assets such as benches, planters, grit storage bins, rubbish bins, gates, fencing, sheds, etc.
- The installation, cleaning, maintenance or disposal of signage around the Parish as required.
- The maintenance of the play area and park.
- Litter picking and cleansing of open and public spaces.
- Gritting of parish gullies during winter as and when required.
- Weeding, vegetation removal and pathway clearing as and when required.
- Planting and maintaining flora and fauna across the Parish.
- The maintenance and replacement of Parish Council notice boards.
- Support with the preparation and clear up of community events.
- The collection, transport or removal of equipment and materials on behalf of the Parish Council when required.
- The supervision and oversight of other 3rd party contractors delivering services to the Parish Council.
- To undertake watchman inspections across the Parish and report any issues or concerns to the Parish Clerk.
- To submit a quarterly maintenance requirements report as well as to submit a monthly activity report.
- To attend and participate at Parish Council meetings.
- Such additional duties commensurate with the nature of the role which may be assigned as necessary.

9th May 2016

Person specification:

The successful applicant or firm must be able to demonstrate that they or their staff;

- have a strong track record for successfully delivering minor repairs and maintenance activities.
- have a practical approach with a wide knowledge of maintenance problems and solutions.
- have a positive, flexible attitude and a willingness to use their own initiative.
- are reliable, punctual and effective at working on their own and with others.
- are physically fit and able to carry out manual duties including manual handling safely.
- have good interpersonal skills, as the Contractor will represent the Council whilst carrying out his/her duties and may need to liaise with suppliers, other Council Officers and members of the public in so doing.
- have a sufficient level of numeracy and literacy skills to provide a quarterly report outlining the required maintenance activities in the Parish as well as the provision of a monthly record of works undertaken and associated invoices for activity and materials.

Health and Safety:

The health and welfare of our community and those who undertake work for us is a priority of the Parish Council. As such, the successful applicant or firm will be required to demonstrate and maintain appropriate health and safety training with certification to ensure safe working practices for themselves and the community at all times. This includes;

- safe working in public places and in close proximity to highways.
- use of pesticides
- use of personal protective equipment (PPE)
- undertaking and adhering to risk assessments.
- the safe operation of tools, machinery and equipment.

The Parish Council will be prepared to part pay for additional training as and when required by the maintenance works programme.

Tools, materials, Transport and Personal Protective Equipment (PPE)

The successful applicant or firm will need to have their own transport and be prepared to convey Parish Council equipment, goods and/or materials. The successful candidate must also be prepared to display the Romsley Parish Council logo on their vehicle in the form of detachable magnetic signs whilst undertaking all activities for the Parish Council.

The successful applicant or firm will be required to provide all general tools necessary to carry out the role with normal usage and wear and tear costs included in the contracted rate. The Parish Council will provide specialist tools and equipment as and when required.

Romsley Parish Council will also provide certain items of appropriately branded, high visibility wear that is marked with the Romsley Parish Council logo and must be worn whenever work is undertaken on behalf of Romsley Parish Council.

- High Vis winter jacket
- High Vis summer jacket

The successful applicant or firm will be expected to supply and use all other clothing and PPE necessary to fulfil their duties.

The Council will pay for materials needed to carry out repairs and activities. The successful applicant or firm is expected to follow the Parish Council's standing orders and audit procedures with regard to spend, expenses, procurement of goods and services, seeking best value with tax payers' money.

Additional Information:

The initial Contract Period Commences 1 July 2016 through to March 31st 2017. This Contract will be reviewed after three months to assess progress and the number of hours being spent on each area of work. The Contract will then be reviewed and renewed annually.

Contract payment will be made monthly by bank mandate in equal monthly instalments.

The successful applicant or firm would be responsible to Romsley Parish Council, with day to day activity being administered through the Parish Clerk.

References

Candidates will be invited for interview by the Parish Clerk and an elected member of the Council during June or July 2016

Two suitable references relating to work/services carried out elsewhere will be required.