



The Government of Sark

DOUZAINE

A COMMITTEE OF CHIEF PLEAS

Committee Office, Chasse Marette, Sark, GY10 1SE

Tel: (01481) 832118 | E-mail: douzaine247@sarkgov.co.uk

VACANCY FOR A MAINTENANCE PERSON

Up to 20hrs per week, initial 12-month contract

The Douzaine would like to invite candidates to apply for the role of a **Maintenance Person** to undertake light maintenance and repair duties under the direction and management of the Douzaine.

Candidates must hold a valid tractor licence and, if appointed, be required to have appropriate health vaccinations (for which the Island will provide).

To express an interest, please email or write to Antony Dunks in the Committee Office (antony.dunks.cso@sarkgov.co.uk) no later than 8.30am on **Monday, 20th January**.

Job Description for a Maintenance Person

Part-time: up to 20 hours per week (monthly time sheets to be submitted) on a 12-month initial contract (3-month probation).

Salary: hourly rate to be confirmed.

Starting January 2025 or soon as practicable.

About the role:

The role-holder will work across the Island in both indoor and outdoor environments.

Candidates will need a valid tractor license and agree to appropriate health vaccinations (which the Island will provide). If own tractor is provided, then reimbursement for fuel will be provided in line with rates agreed with the Treasurer. Appropriate Personal Protective Equipment (PPE) will be provided as required.

This is a new role for the Douzaine and is an important function for the Douzaine in maintaining Island owned property and fulfilling the Douzaine's responsibilities.

Purpose:

To undertake light maintenance and repair duties under the direction and maintenance of the Douzaine.

Main duties and responsibilities:

- Cleaning, painting and maintaining benches, noticeboards, etc.
- General plumbing and mechanical repairs at Island owned buildings, including public toilets
- Strimming of vegetation
- Occasional internal decorating (painting)
- Grounds maintenance of public spaces
- External cleaning and tidying/weeding
- Awareness and implementation of Health and Safety responsibilities as an employee
- Fulfil necessary administrative tasks associated with the responsibilities of the role, e.g., maintenance reporting, time sheets
- Take a flexible approach so as to meet the Douzaine's requirements
- To provide appropriate basic tools for the role
- Undertake other duties that may be required from time to time within the general scope of the role

This job description is based on current perceived needs and is subject to a 3-month review.

31st December 2024