



JOB DESCRIPTION

Job Title:	Maintenance Operative
Hours and Salary:	25-30 hours per week, £13.50 to £14.50 per hour
Contract length:	12 months – could lead to permanent position
Reporting to:	Maintenance Supervisor / The Parish Clerk
Based:	Aylesford Parish Council
Application deadline:	10 th May 2026
Interview Date:	Thursday 28 th May 2026

Job Purpose:

The Maintenance Operative is part of a team to maintain the Parish Councils grounds, open spaces and play areas to a high standard ensuring they remain safe, clean and visually appealing for the community and visitors. The post is for 25-30 hours per week to include alternate Saturdays.

Key Responsibilities

Grounds and Open Space Maintenance

- Carry out routine maintenance including grass cutting, strimming, hedge trimming, weeding, pruning, planting, and watering across Parish Council land.
- Plant and maintain shrubs and flowers across Parish sites if required.
- Undertake pesticide control (PA1 and PA6 qualifications required)

Play Areas and Public Spaces

- Inspect all play equipment weekly, complete checklists, and report faults to the Maintenance Supervisor or Clerk.
- Keep all Parish land free from litter (including emptying of some litter bins) and regularly check for glass.
- Sweep and maintain Parish car parks.
- Sweeping, clearing and weeding as necessary of play safety surfaces.
- Paint or stain benches, bollards, gates and other street furniture.
- Carry out basic maintenance and repairs on Parish land (e.g. outdoor furniture, fencing).
- Keep Parish noticeboards up to date.
- Maintain detailed records of maintenance activities, repairs, and inspections for compliance purposes.

Machinery and Vehicle Care

- Able to safely operate, clean and maintain grounds maintenance machinery and equipment.
- Keep the Parish vehicle clean, tidy and roadworthy, reporting any issues immediately.

Health & Safety and Conduct

- Follow all health and safety guidelines and report any hazards, defects or incidents promptly to the Maintenance Supervisor or the Clerk.
- Engage politely with members of the public while carrying out your duties.
- Undertake any other reasonable duties as directed by either the Maintenance Supervisor or the Clerk.
- Attend any training felt to be necessary to ensure your safety and efficient performance of the role.

Skills

Essential experience, knowledge and abilities

- Full valid clean driving licence
- Proven experience in grounds maintenance or similar outdoor work
- Ability to confidently use hand tools, powered equipment and machinery.
- Must be reliable, punctual and able to work independently and part of a small team.
- Good teamwork skills
- Good levels of initiative and attention to detail
- Ability to plan ahead.
- Mechanical knowledge related to machinery maintenance and repair.
- Excellent organisational skills with the ability to prioritise tasks effectively.
- Able to spend most of the working day standing or walking
- Able to demonstrate a strong work ethic.

Desirable Skills, Knowledge and Experience

- Basic First Aid Certificate
- PA1 and PA6 pesticide qualifications (training will be provided to obtain the qualification if needed)
- Knowledge of basic plant care.

Please note this position is advertised elsewhere.

It is preferred that applicants apply through Indeed, however if this is not possible, please email your C.V to admin@aylesford-pc.gov.uk

This is a job description as it is presently constituted. It is the Practice of Aylesford Parish Council to examine job descriptions from time to time and update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the Council's aim to reach agreement on changes, but if agreement is not possible, the Council reserves the right to insist on changes to your job description, after consultation with you.