

**DIRECT LABOUR FORCE  
DEPUTY SUPERVISOR & MARKET ASSISTANT  
JOB DESCRIPTION**

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**Hours (F/T): Monday – Thursday: 8 am – 4 pm and Friday: 8 am – 3:30 pm.  
OCCASIONAL EVENING AND WEEKEND WORKING REQUIRED.  
SCP 7 – 9 (£26,403.00 – £27,254.00)**

**Responsible to the Deputy Town Clerk**

**Supervision & Team Support**

- To deliver the vision, aims and objects of Ludlow Town Council through the role of Deputy DLF Supervisor and Market Assistant.
- Provide cover in the absence of the DLF Supervisor.
- Be an active member of the DLF team, carrying out regular, programmed grounds maintenance of public open spaces, outdoor play and recreation areas, and car parks. Specifically at:
  - Henley Road Cemetery.
  - Wheeler Road Recreation Area.
  - St Johns Gardens.
  - The Garden of Rest.
  - Castle Gardens.
  - The Linney Riverside Park.
  - Housman Crescent Play Area.
  - Wigley's Field Allotments.
  - And other small sites.
- Assist colleagues at the Guildhall and the Museum with various tasks as requested.

**Health & Safety / Compliance**

- Report health and safety matters to the Supervisor or Deputy Town Clerk immediately to seek guidance.
- Undertake daily vehicle and plant safety checks.

**Equipment & Vehicle Maintenance**

- Maintain and update detailed records of DLF tools and equipment.
- Carry out routine maintenance on the council's vehicles and machinery in your charge.

**Grounds & Facilities Maintenance**

- Carry out regular and programmed repair and inspections of all the council's facilities, including property, public conveniences, Ludlow Market and all council sites including:
  - The Buttercross.
  - The Guildhall.
  - Henley Road Depot.
  - Ludlow Market.
  - Public Conveniences at Castle Street, Smithfield and the Linney.
  - Benches.
  - Bus shelters.

- Street lighting.
- Play areas.
- Life Buoys.
- Any other areas under Ludlow Town Council responsibility.

Types of tasks may include:

- Grass cutting
- Hedge cutting
- Fencing
- Litter picking
- Repairing paths
- Minor plumbing works
- Building maintenance

### **Event & Seasonal Duties**

- Putting up and dismantling Ludlow's Christmas lights.
- Putting up and taking down cross-street banners.
- Assisting with the erection and dismantling of stalls for the annual Mayfair.

### **Market Assistant**

This is an occasional role to cover planned and unplanned absences of the Market Officer with support from the DLF/Market Supervisor.

Candidates will be required to:

- Assist with trader morning set-up, rent collection, and issuing of invoices and receipts using the Market Administration and Cash Collection System (MACCS).\*
- Respond to queries from traders and the public.
- Ensure the Market Square remains clean and tidy during and after trading hours.
- Encourage high standards in trader presentation, merchandising, and health & safety.
- Monitor the safety, security, and cleanliness of the entire market area.
- To monitor and record the condition of the market equipment.
- Carry out all tasks in accordance with Health & Safety requirements relating to each operation.

**\*Please note:** Market Administration and Cash Collection System (MACCS) is user-friendly market management software. Full training will be given to the successful candidate.

### **General**

Candidates are also required to:

- Be smart, polite and well presented at all times as a visible presence of the Town Council in our local community.
- Have a key role in the Town Council's emergency call-out team and be able to respond appropriately to out-of-hours emergencies when required.
- Undertake cleaning and maintenance checks of our public toilet facilities as necessary.
- Be able to work weekends and evenings as required for regular civic and one-off events, such as Mayor's Sunday, Ludlow Mayfair, Remembrance Sunday and the annual senior's Christmas party.
- It may be necessary to carry out other related tasks from time to time, as instructed by the Deputy Town Clerk or DLF Supervisor.

Any other duties as required by the Town Clerk commensurate with the grade.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- Experience of successfully leading a team, and supervising staff.
- Excellent communication skills, specifically verbal, and written.
- Experience in a public facing role.
- Good numeracy, literacy and organisational skills.
- Good competency in IT skills including Word, Excel and Outlook.
- Ability to keep accurate records that will be subject to external audit.
- Good knowledge of Health and Safety legislation including, but not limited to, HSAW 1974, COSHH, the Fire Safety Order 2005.
- Proven ability to implement safe working practices.
- Proven experience of grounds maintenance including use of hand tools and machinery.
- Be able to work at heights.
- Willingness to undertake roadside working training.
- Experience of building/property maintenance.
- Experience of maintaining equipment.
- A positive, flexible, motivated attitude to all work activities.
- To be capable of withstanding the physical demands of the job.
- To hold a current, full driving license and be capable of safely driving and operating all the council's vehicles and items of plant and equipment.
- Be prepared to undertake training as required for the post, including market administration software, and the National Diploma in Market Administration, which is an NVQ Level 4 Qualification.

### **DESIRABLE**

- Experience of roadside working
- Experience of working at heights