



Bridgwater Town Council



Maintenance Operative

RECRUITMENT PACK



Appointment of Maintenance Operative

Working hours: 37 hours per week

Salary Scale SCP: 13 – 17 (£29,064 to £31,022 per annum), plus NJC annual pay award and Local Government Pension Scheme.

Are you an experienced maintenance professional looking for a varied and rewarding role where you can make a real difference? Bridgwater Town Council is seeking a proactive and reliable Maintenance Operative to join our team and support the delivery of high-quality services across the town.

This is a fantastic opportunity to work as part of a supportive team, maintaining a wide range of Council assets including play areas, public spaces and facilities. You will play a key role in ensuring Bridgwater's environment remains safe, welcoming and well-maintained for residents and visitors.

As Maintenance Operative , you will:

- Carry out maintenance, inspection and repair of Council assets including play equipment, street furniture and public facilities
- Operate tools, plant and machinery safely while maintaining equipment and vehicles in good working order
- Support the delivery of Council services, including event setup and responding to public enquiries

The ideal candidate will be:

- Experienced in a maintenance, trade or similar operational role
- Practical, organised and able to manage a varied workload effectively
- A strong communicator with a flexible and team-focused approach

Would you like to know more? To obtain an information pack with full details of the role and application form, please visit our website www.bridgwater-tc.gov.uk/vacancies

Completed application forms should be sent to: hradmin@bridgwater-tc.gov.uk

Closing date for applications: 9am Friday 7th August 2026

Interview date: TBC

If you would like to discuss this position, please contact the HR department on 01278 427692

Appointment subject to satisfactory references and pre-employment health checks



BRIDGWATER TOWN COUNCIL

Town Hall, High Street, Bridgwater TA6 3AS

01278 427692

townclerk@bridgwater-tc.gov.uk

Maintenance Operative

Job Description

Location	Bridgwater
Salary	Salary Scale SCP: 13 – 17 (£29,064 to £31,022 per annum), plus an annual pay award in line with NJC terms and conditions and access to the Local Government Pension Scheme.
Hours	Full time – 37 hours per week
Leave	25 days plus bank holidays rising to 28 after 5 years with entitlement increasing based on your length of service (pro rata).
Reports to	Open Spaces Supervisor

Role Summary

To install, repair, inspect and maintain Bridgwater Town Council's operational assets to a high standard including, play equipment, street furniture, public toilets and depots.

To undertake the same for any other asset as may be required and directed by the Open Spaces Supervisor.

Key Responsibilities

Asset Maintenance and Repairs

- Ensure all Bridgwater Town Council operational assets are maintained to a high standard
- Inspect, maintain and repair equipment, including play equipment in line with relevant British Standards
- Install, maintain and repair fixtures such as litter bins, signage and benches
- Carry out general repairs to public facilities, including unblocking drains and sewerage systems

Operations, Equipment and Vehicle Use

- Operate a range of tools, plant and equipment where appropriately qualified
- Drive Council vehicles and operate machinery as required
- Ensure all vehicles, machinery and tools are clean, secure and maintained, reporting any faults promptly
- Ensure all equipment is used safely and in accordance with manufacturer guidance and Health & Safety requirements

Health, Safety and Compliance

- Ensure safe working practices at all times, including works on or near the public highway
- Implement appropriate traffic management, signing and guarding measures
- Maintain accurate records, including inspection reports, timesheets, defect reports and incident forms

Customer Service and Community Engagement

- Respond to enquiries from members of the public in a courteous and professional manner
- Promote a positive image of the Council and contribute to its reputation

Events and Service Support

- Support the setup and delivery of Town Council events, including weekend working where required
- Work flexibly to support service delivery across the team

Learning, Development and Engagement

- Attend training and development activities as required to support the role
- Contribute as a supportive and proactive member of the Council team

Wider Contribution

- Undertake any other duties appropriate to the role and commensurate with the post
- Work flexibly outside normal hours where required, with appropriate notice
- Support the overall delivery and continuous improvement of Council services

This list is not exhaustive and may be reviewed from time to time to reflect the changing needs of the Council. The postholder may be required to undertake other duties reasonably requested and consistent with the level of the role.

Other Information

External and Internal Contacts

- Work with councillors, residents, contractors, suppliers, employees and partner organisations.
- Communicate effectively in person, virtually, by telephone and in writing.

Working Environment

- Based at the Town Hall/ other sites xx.
- The Council operates a smoke-free workplace policy across all Council buildings.
- Promote equality, inclusion and anti-discriminatory practice in all aspects of work.

Bridgwater Town Council Values

- Work in a way that reflects the Council's values:

Adaptable Respond positively to change	Forward Thinking Plan ahead and focus on outcomes
• Work flexibly to support the team. • Challenge existing ways of working. • Work together to solve problems efficiently.	• Show initiative and solve problems proactively. • Look for smarter, more efficient ways of working. • Plan ahead and anticipate change. • Use technology to improve services and reduce cost.
People Orientated Work together to achieve shared goals	Integrity Act with honesty, openness and accountability
• Focus on customer needs and fairness. • Value the skills and experience of others. • Encourage initiative and ownership. • Listen, engage and use feedback to improve. • Be approachable, calm and respectful. • Communicate clearly and avoid jargon.	• Take responsibility for actions and outcomes. • Challenge poor or unfair practice. • Keep personal data confidential and secure. • Act consistently and transparently. • Remain professional in challenging situations.

Equal Opportunities and Anti-Discriminatory Practices

All employees are expected to uphold equal opportunities, inclusion and anti-discriminatory practice in their work.

Health and Safety at Work

The postholder is required to follow the Council's Health and Safety Policy and all relevant health and safety procedures.

Data Protection Act 2018

Employees who process or handle personal data must comply with data protection legislation and the Council's Data Protection Policy.

Council Policies

The postholder is expected to be familiar with and comply with all relevant Council policies and procedures.

Performance Management

The postholder will take part in the Council's performance review process, including an annual appraisal, a six-month review and regular one-to-one meetings with their line manager. This will inform an ongoing personal development plan aligned to Council objectives.

Environment / Sustainability

Support the Council's environmental and sustainability objectives and consider the environmental impact of day-to-day activities and decisions.



Maintenance Operative

Person Specification

	Essential Attributes	Desirable Attributes
Educational Qualifications	5 GCSE's grade C or above (including English and Maths) or equivalent NVQ or relevant experience. Willingness to continue professional development, as required.	NVQ level 2 or 3 in Maintenance Operations or similar. RPII Outdoor Operational Inspector (EN1176) playground equipment standard). Chapter 8 NRSWA 002 Signing, Lighting and guarding & Excavation of the Highway
Communication Skills	Strong verbal and written communication skills, with the ability to adapt style to different audiences. Ability to build effective working relationships with a wide range of people and provide a high standard of customer service in person, by phone and in writing.	Ability to remain calm and act diplomatically when coming into contact with the public.
Knowledge and Experience	Knowledge and extensive experience in a buildings maintenance / trade role and be compliant with the relevant tools and products used in carrying out those duties. Takes care to evaluate environmental issues.	Previous experience working in local government.
Skills	Ability to work in a team or alone for long periods, organise own workload effectively, prioritising tasks and making informed decisions to deliver results. Ability to adapt work style to suit changing circumstances, such as weather conditions and volume of pedestrians. Shows appropriate manual dexterity and physical co-ordination for the role	An ability to work under pressure with changing priorities and timescales.

	Personal organisational skills / self-motivation. Ability to work to schedule and be forward thinking and proactive. Flexible approach to work. Ability to maintain plant, machinery and vehicles.	
Information Technology	Good working knowledge of Microsoft 365, particularly Outlook, Word and Excel.	
Other	Current driving licence. Prepared to work out of office hours when necessary. Outdoors manual working and ability to work outdoors in all weathers. Prepared to be exposed to disagreeable, unpleasant or hazardous environmental working conditions. Have an enthusiastic and positive attitude towards their work and the promotion of Bridgwater. Ability to operate with complete impartiality in a political environment.	



Maintenance Operative Rewards Statement

We want Bridgwater Town Council to be a great place to work, where colleagues are proud to work for the organisation.

As well as working alongside some amazing colleagues to provide great services to our customers, we offer a range of benefits.

Local Government Pension Scheme	with a significant employer contribution of 22.3% of your salary
Generous annual leave	25 days plus bank holidays rising to 28 after 5 years with entitlement increasing based on your length of service
Health and wellbeing support	including a 24-hour confidential helpline, access to counselling, and trained Mental Health First Aiders
Learning and development opportunities	helping you build skills and progress in your role Paid professional membership
A strong team environment	work alongside supportive colleagues who take pride in delivering services to the community
Work-life balance	we recognise the importance of balancing work and personal life
Modern equipment and safe working practices	ensuring you have the tools and support needed to do your job effectively
Employee discounts	access to a range of savings through Bright HR
Family-friendly policies	including flexible working, enhanced maternity pay, paternity and adoption leave, and support for work-life balance.