**Job Description**

**Seafront Maintenance Assistant**

**Role Profile**

**Service/Team** Destination & Culture / Seafront Operations

**Reports to** Maintenance Ranger

**Responsible for** N/A

**Number of posts**

**Post number**

**Career Grade** \_

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by** maintaining the seafront and assisting the Rangers team in providing a safe, clean and inclusive seafront destination for all members of the public.

**Job Overview**

To assist the Maintenance Ranger by completing general maintenance duties across the seafront (upkeep of all beach huts, seafront facilities, buildings, etc.) as required in support of the Seafront Operations Team.

**Key Responsibilities**

* To ensure the continuity of operations by undertaking general maintenance duties across the seafront and all associated areas as instructed by the Maintenance Ranger
* To support the beach hut team by providing internal/external maintenance to all beach huts
* To ensure all maintenance materials and tools are always correctly stored and kept sufficiently stocked to maintain the operation
* To assist in daily/weekly checks across the seafront to ensure all defects are reported for repair in a timely manner
* To ensure the security of the seafront and associated facilities by securing all areas in accordance with the laid down procedures
* To provide a helpful and courteous service to all members of the public by assisting with general enquiries where possible
* To comply with all Health and Safety policies and procedures
* To undertake any other duties from time to time commensurate with the grade and responsibilities of the post

**Specific Qualifications and Experience**

* Previous experience of working in a maintenance role/trade
* Previous experience of using tools (including power tools)
* Previous experience of working with the public

**Personal Qualities & Attributes**

* Excellent attention to detail
* Effective time management skills and ability to prioritise essential tasks
* Aptitude for working with the public
* Strong communication and interpersonal skills
* Good customer care skills
* Reliability, honesty and integrity
* Self-motivated and able to work with minimal supervision
* Ability to work well within a team

**Job Requirements**

* This role may involve manual handling
* Must be able to travel to and from work, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car
* Flexible working – weekends and bank holidays as required and in line with the needs of the business (guest changeover days, etc.)