



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs D Bird
16 Tudor Grove Cullompton EX15 1XG
Tel: 07920014407 Email: clerk@willand-pc.org.uk

Village Handyman Specification

This is a Self-Employed Post with the appointed person being responsible for provision of their own personal and public liability insurance. They will be responsible for carrying out their own job risk assessments and Health and Safety provision.

The appointed person will be responsible for the provision of their own transport, tools and safety clothing. If any specialist tools need to be hired or equipment/materials are needed for a particular task reimbursement will be made by the Parish Council at cost plus a percentage to be agreed.

The appointed person will undertake any general handyman duties as identified by the Parish Council following a written order from the Parish Clerk. These duties could include very minor building repairs [D.I.Y. level], maintenance of and repairs to leisure and play equipment, repairs to, maintenance and fitting of bins and benches and general grounds maintenance duties such as weeding, hedge cutting, grass cutting and tidying of small areas. If the appointed person feels that the required works are too difficult or great to be carried out by him/her they should report same to the Parish Clerk with a suggested solution or way forward.

Works would normally need to be carried out within seven working days of a request being made.

Reimbursement will be at an agreed hourly rate, to be reviewed annually in line with the Financial Year. Invoices will be required for all work undertaken, to be emailed to the Parish Clerk each month before the 5th of the month. Invoices will be paid within 30 days of receipt.