



# Cyngor Gwledig LLANELLI Rural Council

*Clerc i'r Cyngor*  
**Mark Galbraith** A.C.I.S.  
*Clerk to the Council*

Adeiladau Vauxhall, Vauxhall, Llanelli, Sir Gaerfyrddin, SA15 3BD  
Vauxhall Buildings, Vauxhall, Llanelli, Carmarthenshire SA15 3BD  
Ffon / Tel.: 01554 774103  
E.bost / E.mail: [enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.gov.uk)

*Fy nghyf:*  
*My ref:* GW/AE

*Eich cyf:*  
*Your ref:*

*Gofynnwch am:* Graham Williams  
*Please ask for:* 01554 774103  
[enquiries@llanelli-rural.gov.uk](mailto:enquiries@llanelli-rural.gov.uk)

31 October, 2025

Dear Applicant

Thank you for your enquiry concerning the post of Maintenance Operative Scale 4 (SCP 7-11, £24,404 - £25,185) presently being advertised by the Council. I have pleasure in enclosing an application form together with the following documents:

- job description
- person specification

Notes for guidance are also provided to aid the completion of the application form which may be completed in the applicant's own handwriting or electronically. Applications submitted in any other format such as a 'curriculum vitae' cannot be considered. If however you are unable to complete the standard application form by reason of disability please inform us so that alternative arrangements can be made.

Applications should be returned to Llanelli Rural Council, Vauxhall Buildings, Vauxhall, Llanelli, SA15 3BD by Sunday 30 November, 2025 at the latest. Date of interviews for the post is to be confirmed. If you are not called for interview within three weeks of the closing date, please assume you have been unsuccessful in your application.

Thank you for the interest you have shown, I look forward to receiving your completed application.

Yours sincerely

Graham Williams  
Deputy Clerk

Encs



Mae Cyngor Gwledig Llanelli yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg  
Llanelli Rural Council welcomes correspondence in Welsh or English



# LLANELLI RURAL COUNCIL

## GUIDANCE NOTES FOR COMPLETING THE JOB APPLICATION FORM.

**The information provided on the application form is the only information that will be used in the shortlisting process.** It is therefore important that the guidance notes below are followed when completing the application form. This will ensure all the relevant information is available to make a decision on whether you will be shortlisted for interview. Shortlisting will involve assessment of the details provided on the application form against the criteria outlined in the Person Specification provided.

Application forms may be completed in the applicant's own hand writing or electronically.

However, applications will be accepted in other formats where an applicant has difficulty completing the standard form as a result of disability. If you require the application form in another format, such as large print please contact the department detailed on the reverse of this form.

### 1. Vacancy Details

This section may have been already completed, but please check that all the details are complete and correct. If this is not the case please refer to the job advertisement for the post and complete this section.

### 2. Personal Details

Please enter your personal details fully and clearly, so that we may contact you about your application. When entering a telephone number please insert area codes where appropriate.

### 3. Education/Qualifications

In this section show the qualifications you have obtained (including grades). You should also indicate any examinations to be taken or courses in progress. Complete this section in chronological order (earliest first). Original qualification certificates will be required as proof of qualifications attained at the interview stage.

### 4. Membership of Professional Institutions & Training

This section is concerned with membership of institutes or organisations connected with work such as Professional, Occupational or Craft Membership. You need not include details of trade union membership. In this section, include any training, or courses attended which you feel are relevant to the job for which you are applying.

### 5. Present Post

This section is concerned with details of your present post. If you are not presently employed you have an opportunity to indicate your experience in Section 7.

### 6. Previous Employment

Complete this section in reverse chronological order (most recent first). You should briefly outline your previous employment history and account for any gaps. If you do not have significant experience of paid employment give details of any work experience gained in Government Training Schemes, Work Experience placements, part-time or holiday work.

### 7. Experience

You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient simply to state that you fulfil certain criteria; you should, where possible, describe how you meet **all** criteria of the Person Specification. Please note that voluntary work and life skills gained through caring or other domestic responsibilities, if relevant to the requirements of the post may be just as valid as experience gained from employment and should be included. Shortlisting will be based in the first instance on the essential criteria of the Person Specification only. Desirable criteria will only be taken into account where more rigorous selection is deemed necessary. You should try to complete this page briefly and succinctly but if you wish to include an additional sheet this would be acceptable.

## **8. References**

If you are employed or have been employed in the past, your first referee should be your present employer or most recent employer. School leavers should give their Head Teacher, whilst college leavers should give their Head of Department or Senior Lecturer. The Authority reserves the right to contact any previous employer for a reference. The second referee may be a personal character reference although this should not be given by a relative. References will be sought for candidates who are successful at interview. It is therefore advisable that referees are informed when an offer of employment is made. References will be taken into account before the offer of employment is confirmed.

## **9. Additional Information**

Welsh Language skills will only be considered in the shortlisting process if it is identified on the person specification as being an essential criteria for the post, as will holding a valid driving licence.

## **10. Criminal Convictions**

*Refer to the covering letter provided for instructions on whether or not completion of this section is necessary.*

If required to complete this section you **MUST** disclose any convictions, bind over orders, or cautions whether current or “spent”. In the event of you being provisionally offered the position a criminal record disclosure will be requested from the Criminal Records Bureau prior to appointment. In the event of employment, any failure to disclose these and pending investigations could result in disciplinary action or dismissal.

Disclosure of a conviction or caution does not necessarily mean you will not be appointed. Applicants with a conviction or caution will be treated fairly. Details supplied in this section will **not** be considered in the shortlisting process and the appointment decision will be made in the light of all information available considering applicants on their merits. All information supplied will be treated in the strictest confidence and will only be seen by those who need to see it as part of the recruitment process.

## **11. Relationships to Councillors or Senior Officers**

Canvassing will disqualify your application. A candidate who knowingly fails to disclose such a relationship shall be disqualified from the appointment.

## **12. Declaration/Confirmation of Details**

You must sign your application form and date it.

## **VETTING AND BARRING SCHEMES**

It is a requirement that employees delivering Work Based Learning must register with the DBS Update Service and the Education Workforce Council.

## **EQUAL OPPORTUNITIES**

Llanelli Rural Council strives to be an equal opportunities employer ensuring decisions on appointment are taken having regard only to the requirements of the job. The selection process in place endeavours to ensure equality of opportunity for all.

## **RETURN OF COMPLETED APPLICATION FORM**

Please can you send the completed application form to:-

Llanelli Rural Council  
Vauxhall Buildings  
Vauxhall  
Llanelli  
SA15 3BD

## **ACKNOWLEDGEMENT OF APPLICATIONS**

If you are not called for interview within three weeks of the closing date, please assume you have been unsuccessful in your application.

If you require acknowledgement of your application please enclose a stamped addressed envelope.

# **LLANELLI RURAL COUNCIL**

## **JOB DESCRIPTION**

**POST TITLE:** MAINTENANCE OPERATOR

**GRADE:** SCALE 4 (SCP 7-11) £24,404 - £25,185

**RESPONSIBLE TO:** MAINTENANCE SUPERVISOR

**SUPERVISORY RESPONSIBILITY:** NOT APPLICABLE

### **JOB PURPOSE**

1. To provide an efficient maintenance labour support service to the Council.

### **MAIN RESPONSIBILITIES**

1. To contribute to the effective management of the Council as a whole and to work as part of a team.
2. To contribute towards the development of a culture within the Council which is customer focused, committed to securing best value and to providing high standards of service and the promotion of Health and Safety.
3. To act in accordance with the Council's Health and Safety Policy and supporting procedures and to comply with all statutory regulations and the legal requirements of Health and Safety which may, from time to time, be applicable or in force.
4. To fulfil all personal obligations and requirements with regard to the Council's policies and procedures with particular emphasis on equal opportunities, customer care, security, work standards and promotion of the Council's values.

### **HOURS OF DUTY**

37 hours per week: 8.00 am to 4.00 pm Monday to Thursday  
8.00 am to 3.30 pm Friday

You may also be required to work additional hours as and when necessary to support council services which will be paid as overtime.

### **PLACE OF WORK**

Your base will be at the Llanelli District Cemetery, Swansea Road, Llanelli, but you will be required to work at various sites throughout the council's area of work.

## **SPECIFIC DUTIES**

(Not in order of priority)

### **1. Assets, properties, recreation grounds, play areas, cemetery**

- 1.1 To provide a direct maintenance support service.
- 1.2 To provide a general labour support service.
- 1.3 To assist in the maintenance and general upkeep of council buildings particularly the maintenance of the Council offices, depots, community facilities and cemetery. Undertake activities using craft skills, e.g. interpretation of plans, site preparation and construction such as kitchen re-fitting, painting, basic plumbing, carpentry, plastering, brickwork, roof repairs etc.
- 1.4 To operate various items of machinery and equipment, including: commercial mowers, tractors, powered attachments, trailers, excavators, vehicle fleet, commercial strimmers, hedgecutters etc.
- 1.5 To undertake basic maintenance and operator adjustments of machinery and equipment, such as basic daily safety checks for oil, water, tyres, lights, greasing lubrication points etc. Cleaning, setting and replacing of consumables such as spark plugs, cleaning air filters, adjusting and changing grass cutting blades, drive belts etc.
- 1.6 To provide general grounds maintenance service in accordance with the approved specifications including:
  - the preparation and maintenance of bowling greens and cricket wickets;
  - the application of pesticides sprays to weeds and grassed areas;
  - the on-going maintenance of footpaths;
  - the on-going maintenance of parks and play grounds;
  - inspection, installation and repair to play equipment;
  - preparation, excavation and maintenance of graves;
  - maintenance of cemetery grounds;
  - maintenance of woodlands and reservoir environs.
- 1.7 The transportation of supplies and materials from site to site.
- 1.8 To provide a general portage service between community halls and at Council offices.

### **2. Cemetery services – specific duties**

- 2.1 In accordance with the approved specifications and in reference to the relevant official digging order document: set out or locate and safely excavate a grave by the use of appropriate tools and equipment demanded by the local circumstances to the required dimensions and in such conditions to ensure that it will receive a coffin at the prescribed date and time.
- 2.3 To maintain all areas of the cemetery grounds, including the surfaces of graves in a safe and satisfactory condition as determined by the Council specifications.

- 2.4 To assist in the maintenance of the cemetery grounds including:
- the operation of mowers, both conventional and ride on
  - strimming all areas of the cemetery grounds, taking particular care when strimming around and near memorial headstones and kerbstones
  - transportation of materials and soils throughout the cemetery by use of utility vehicles
  - applying herbicides/pesticides/sprays to weeds and grassed areas of the cemetery at various times throughout the growing seasons.
  - the collection and removal of litter from the cemetery, including the emptying of litter bins and the collection of wreaths etc from graves for disposal.
  - Adding topsoil to graves, levelling and grass seeding at the appropriate time.
  - Planting and maintenance of trees, flowers, shrubs.
- 2.5 To assist with all aspects of the Memorial Safety Inspection and Testing programme, including temporarily making safe memorials as the case may be.
- 2.6 To support and monitor funeral directors and members of the public during funeral and commemorative services.
3. General
- 3.1 To continually support and liaise with the Maintenance Supervisor, Maintenance Chargehand and the Technical and General Operations Manager on all areas of activity/work.
- 3.2 To work with minimal supervision and accept responsibility for the mentoring and training of colleagues. To actively use initiative contributing to problem solving.
- 3.3 Ensure personal protective equipment is in good order and used at all times.
- 3.4 Ensure that all plant and machinery is in a safe, roadworthy and good working order and that all safety guards and features are fitted and used when applicable.
- 3.5 Have charge of and be responsible for resources of a significant value and nature.
- 3.6 To undertake such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties and as seen fit by the council.

**Note:** This job description reflects the position at the present time only and may be subject to change in the future.

Issue date: 30 October 2025

# LLANELLI RURAL COUNCIL

## PERSON SPECIFICATION MAINTENANCE OPERATIVE

| CRITERIA                                                                                        | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT         |
|-------------------------------------------------------------------------------------------------|-----------|-----------|------------------------------|
| <b>Skills / Knowledge / Personal Attributes</b>                                                 |           |           |                              |
| Basic literacy and numeracy skills.                                                             | ✓         |           | Application form / Interview |
| Ability to work effectively with minimal supervision.                                           | ✓         |           | Application form / Interview |
| Able to use initiative and contribute to problem-solving.                                       | ✓         |           | Application form / Interview |
| Able to work cooperatively as part of a team.                                                   | ✓         |           | Application form / Interview |
| Good organisational and time management skills.                                                 | ✓         |           | Application form / Interview |
| Able to carry out physically demanding tasks and outdoor manual work in all weather conditions. | ✓         |           | Application form / Interview |
| Good communication and interpersonal skills when dealing with colleagues and the public.        | ✓         |           | Application form / Interview |
| Awareness of health and safety at work.                                                         | ✓         |           | Application form / Interview |
| Ability to speak Welsh.                                                                         |           | ✓         | Application form / Interview |
| <b>Experience / Qualifications / Training</b>                                                   |           |           |                              |
| Experience operating commercial grounds maintenance machinery and equipment.                    | ✓         |           | Application form / Interview |
| Experience undertaking routine checks and basic maintenance on vehicles and machinery.          | ✓         |           | Application form / Interview |
| Experience maintaining outdoor sports and recreation facilities.                                | ✓         |           | Application form / Interview |
| Experience in fine turf maintenance (e.g. bowls and/or cricket).                                |           | ✓         | Application form / Interview |
| Experience in undertaking building maintenance and repair work.                                 | ✓         |           | Application form / Interview |
| Experience in children's play equipment installation, maintenance, or safety inspections.       |           | ✓         | Application form / Interview |
| Experience applying herbicides or pesticides (PA1 / PA6 certification).                         |           | ✓         | Application form / Interview |
| Experience operating excavators and trailers.                                                   |           | ✓         | Application form / Interview |
| Full, valid UK driving licence.                                                                 | ✓         |           | Application form             |
| Full, valid UK driving licence including trailer entitlement.                                   |           | ✓         | Application form             |