**North Warwickshire Borough Council**

**Terms and Conditions**

##### Maintenance Surveyor

**Housing Division**

**Conditions of Service:** In accordance with the National Joint Council for Local Government Services. These may be amended by Provincial or Local Agreement.

**Remuneration:** Salary scale 9, £33,366- £35,235, per annum, subject to educational qualifications & experience. Incremental progression through the scale. Salaries are paid on the 20th of each month.

**Transport:** A vehicle is provided with the post. The Council agrees that you can use the van in which you carry out your duties as transport between home and work. It must not be used for private use beyond that journey. However, there will be a charge for fuel and wear and tear on the vehicle. The charge will be per mile for the home to work journey, which extends beyond 10 miles of your place of work. The charge per mile will be 25p and is based on the HMRC amount, which allows for fuel usage and wear and tear. An annual charge will be made based on the difference between the place of work to home mileage minus 10 miles for the assumed days which will be worked during the year, a twelfth of which will be deducted monthly from your salary. An adjustment can be made annually if the assumed and actual differ.

**Location:** The Sheepy Road Depot, Atherstone.

**Hours of Work:** 37 hours per week plus out of hours rota.

**Holidays:** 23 days annual leave, increasing by five days after five years’ continuous local government service. Leave year - April to March.

*Plus the following public holidays:*

Easter - Good Friday and Easter Monday

May Day

Spring Bank - Monday and Tuesday

Late Summer Bank - Monday and Tuesday

Christmas - Christmas Day, Boxing Day,

plus two other days

New Year’s Day.

**Notice Provision:** Two months’ notice on either side.

**Pension:** Staff are eligible to join the Pension Scheme administered by Warwickshire County Council. You will automatically be entered into the scheme unless you opt out. Full details of the County Scheme will be provided to the successful candidate.

**Health:** You will be expected to complete a medical questionnaire. The Council’s medical adviser will determine whether a full medical examination is required.

**Smoking:** The Council operates a total ban within The Council House and Old Bank House. This policy covers other areas under the Council’s control.

**Maternity/Paternity/** Details of the scheme are available on request or at interview.

**Adoption Leave:**

**Probation:** New entrants to Local Government will be expected to serve a probationary period of six months.

**Asylum and** Should you be successful with your application you will be  
**Immigration Act:** required to produce an official document stating your National  
 Insurance number (such as a P45 form, a National Insurance  
 card, a P60 form or a payslip) prior to commencing work with the  
 Council. Such document will be copied and returned to you. If  
 you are unable to do this you will be required to produce one of  
 a number of original documents from the list produced by the  
 Home Office.

**Discrimination:** North Warwickshire Borough Council aims to recruit and employ personnel without regard to nationality, gender, colour or religion.

**Disability:** A disability or health problem does not preclude full consideration for the job and applications from suitable disabled people are welcome. All information provided by all applicants will be treated as confidential.