

SHINFIELD PARISH COUNCIL

FACILITIES TEAM LEADER (June 2018)

Job Title	Facilities Team Leader
Based at	Shinfield Parish Office
Reporting to	Parish Clerk
Hours per week	25 hours per week flexible working Mon- Fri occasional evening /weekend work. Overtime possible.
Salary	£18K - £22K pro rata, negotiable according to qualifications and experience.

Job Purpose

To manage the Facilities function supporting the council's growing facilities offer across the parish. Reporting to the Clerk, the role is to provide efficient and effective caretaking and general maintenance of the parish council's properties, assets and facilities, including the security, health and safety, and general appearance of the buildings and surrounding areas to ensure they are maintained in accordance with required standards.

Overall Responsibilities

1. Work effectively with colleagues to exercise all health and safety duties on the council's behalf and deliver a high-quality service through team work and good communications;
2. Ensure that all council assets are maintained and a programme of regular maintenance identified and applied;
3. Hands on maintenance with the ability to bring in additional resource where required;
4. Identifying cost saving measures where feasible

Specific Responsibilities

1. Health and safety inspections of playgrounds and parish facilities;
2. General maintenance of council properties, assets and facilities in conjunction with the maintenance person;
3. Checking of all work carried out by the council's contractors including regular grass and garden maintenance contracts;
4. Supervision of external contractors when used for maintenance;
5. Supervision of cleaners of parish properties/litter pickers to ensure that the council's assets are maintained to a satisfactory level;
6. Security of buildings and be available in emergency to respond for urgent temporary repairs or break-ins;
7. Emptying parish council litter bins not contracted out and managing the dog waste facility;
8. Clearing rubbish and keeping the parish council's car parks clean and tidy;
9. Ensuring efficient management of all cleaning consumables;
10. Managing a process to ensure that the hall is well presented and clean at all times and set up the hall for special lettings, ensuring facilities are prepared appropriately for the respective bookings;
11. Provide basic DIY, building maintenance and basic gardening as required;

12. Deal with issues relating to health and safety appropriately including reporting incidents to the Deputy Clerk and Clerk as appropriate;
13. Help to foster and maintain good links with all groups using the hall;
14. Maintaining a risk register of assets;
15. Maintaining a register of all certified suppliers in conjunction with Finance (e.g. electricians);
16. Responsible for PAT testing of Council assets.
17. Access to own vehicle with business insurance.

PERSON SPECIFICATION: FACILITIES TEAM LEADER

	ESSENTIAL	PREFERRED
Educational qualifications	<ul style="list-style-type: none"> • Good level of literacy/numeracy skills; • Working knowledge of health and safety regulations relative to work area, e.g. risk assessment, manual handling. 	<ul style="list-style-type: none"> • Qualification in health and safety desirable; • Knowledge of appropriate use of cleaning materials and equipment in line with current legislation
Previous work experience	<ul style="list-style-type: none"> • Proven experience in a similar environment; • Hands on maintenance experience • The role will involve a blend of office and hands on, physical work, for example, but not limited to, moving furniture, boarding a window and prior experience is required; • Ability to complete work to deadlines; • Ability to inspect and record findings. 	<ul style="list-style-type: none"> • Proven experience in health and safety matters
Skills	<ul style="list-style-type: none"> • Good communication skills; • Good organisational and planning skills; • Good customer care skills; • Flexible approach to challenging situations e.g. complaints 	
Personal attributes	<ul style="list-style-type: none"> • Willingness to undertake training for specific work responsibilities; • Good self-motivation; adaptable, flexible; • Ability to identify work priorities and manage own workload; Well organised, plans ahead, not deterred by the unexpected; • Ability to work co-operatively as part of a team; • Ability to liaise with hirers, suppliers and contractors on site. 	
Motivation	<ul style="list-style-type: none"> • Able to maintain good relationships with councillors, contractors and public; • Self-reliant and self-motivated; • Willingness to undertake essential training 	