



REDRUTH TOWN COUNCIL

FACILITIES MANAGER

SCP range 18 - 23 (£31,537 - £34,434)

37 hours per week with some evenings and weekend working as required

JOB DESCRIPTION

Responsible to:

Deputy Town Clerk/Responsible Finance Officer (RFO)

Direct Reports: Facilities Supervisor; Facilities Technicians; Caretaker; Facilities Assistant; School Crossing Patrol

Job Purpose:

To plan, programme and oversee the maintenance and improvement of all assets owned, leased, and maintained under contract by Redruth Town Council working alongside the Asset Manager. Assets include historic buildings, retail areas, street furniture, playgrounds, parks, open green spaces and footpaths.

Scope:

To demonstrate commitment to all aspects of safeguarding to ensure our staff, customers and visitors are safe and to discharge our duty in terms of corporate safeguarding of all.

To behave in a way that recognises the importance of organisational culture, values and accountability.

To act in a socially responsible way at all times, ensuring your behaviour, actions and decisions consider the sustainability of resources, the Climate and the Environment.

To adhere to standards set to ensure health and safety at work, which includes following procedures correctly and participating in relevant health and safety training, in helping to create a safe and supportive organisation for all.

To undertake tasks as required to support the Council's range of events and festivals as directed.

Duties & Responsibilities:

1. To lead, manage and motivate the Facilities Team to ensure a high standard of delivery and competence across all operational areas of responsibility.
2. To be responsible for planning resource allocation to ensure the team achieves their fullest potential.
3. Manage and participate in the upkeep, repair and improvement of the Council's properties, including the introduction and improvement of maintenance regimes, both internal and contractor based, across all Redruth Town Council assets. Obtain quotes and estimates when relevant and correspond with contractors on a timely basis.
4. Schedule and supervise the horticultural tasking involved in the upkeep of land under the control of the Council.
5. Schedule and supervise the removal of litter, detritus and dumped items from both hard and soft landscaped areas on Redruth Town Council owned property and designated areas in the public realm.
6. Ensure the Council's adherence to the contractual obligations under the Local Maintenance Partnership (LMP) for the stipulated, Cornwall Council owned, footpaths and green spaces.
7. Ensure the efficient operation of the town's Public Conveniences with a view to constant improvement in the quality of this service and the provision of a safe and hygienic facility.
8. Carry out operational safety inspections of outside play areas in accordance with the ROSPA Annual Play Area Inspection, ROSPA Play Safety training and Playground Equipment Standard EN 1176 (where applicable).
9. Work with the Deputy Town Clerk/RFO and Asset Manager to identify opportunities and seek continual improvement of the community value of the assets under the control of the Town Council
10. Identify opportunities to achieve budgetary and efficiency effectiveness and cost savings, ensuring facilities are making an enhanced contribution toward the life of the community.
11. Ensure the accurate and timely completion of all records & checklists associated with the use of equipment, site inspections and safe working practices across the department's areas of responsibility.
12. Advise the Deputy Town Council/RFO of personnel, logistical and training requirements in the event of future devolved services, areas of responsibility or tasking.
13. Advise the Events Co-ordinator on safety issues relating to Town Council organised festivals and events. To schedule the installation of signage, preparation of Town Council assets and the swift return to normal use of all areas.
14. Oversee and schedule the annual inspection and maintenance of horticultural equipment by specialist contractors, ensuring early fault/damage identification, timely repair and judicious replacement.

15. Ensure that all risk assessments associated with the Facilities Team's tasking and areas of responsibility are created, agreed and reviewed on a regular basis.
16. To ensure the provision of suitable equipment, PPE and associated training commensurate with business needs.
17. Monitor and identify training requirements for the Facilities Team ensuring the timely reporting of expiry dates to enable the scheduling of refresher and initial courses.
18. Act as the official mentor and in-house assessor for all Facilities Team apprentices, interns, work experience students and seasonal workers.
19. Act in a polite, professional, and capable manner at all times, as would be expected of an employee of the Town Council.
20. Undertake any other duties as directed by the Deputy Town Clerk/RFO of a similar or related nature appropriate to the level and scope of the post.

This Job description outlines the duties required of the post entitled Facilities Manager to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

Person Specification

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>Full clean UK Driving Licence</p> <p>Towing capability (current B+E Licence)</p> <p>NVQ Level 3 or NPTC Competencies CS30.1, CS30.2 and CS31 or relevant alternative training. (Willing to undertake training if required)</p> <p>Management training and/or qualifications</p>	<p>First Aid Qualification</p> <p>Chapter 8 qualified</p> <p>Level 3 qualification in Horticulture</p> <p>ROSPA Operational qualification</p>
Skills and Knowledge	<ul style="list-style-type: none"> • Experience of managing a team and resource planning • Proven competency in Microsoft Office and other software programmes, including database creation spreadsheets etc • High degree of Health & Safety knowledge • High degree of awareness of the dangers associated with working in close proximity to the highway, members of the public, watercourses, slopes etc • Ability to draft comprehensive Risk Assessments • General DIY/maintenance experience • Excellent communication skills • Excellent organisational skills • Able to respect confidentiality • Reliable, hardworking, able to prioritise, work to strict deadlines and high standards • Able to manage own workload, work unsupervised and on own initiative • Ability to respond independently to unexpected situations 	
Personal Attributes	<ul style="list-style-type: none"> • Physically able to fulfil the role required including walking, bending and lifting, loading, unloading and carrying and holding equipment whilst undertaking work. • Ability to fulfil what is required of the role including working outdoors in all weather conditions • Customer-focused with high attention to detail. 	