



JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: November 2018

DETAILS OF POST

Job Title: Facilities Maintenance Officer

Department: Leisure and Facilities

Salary Range / NJC Scale: £17,681 - £18,672 per annum, pro rata. Scale 14 - 17

Hours of work: 20 hours per week – flexible working pattern **Status:** 1 Year Fixed Term

Responsible to: Facilities Manager

Contacts: The post holder should expect to have contact with:

- Town Council Councillors and employees
- Members of the public
- Project and community representatives, including Trowbridge Community Area Future (TCAF)
- Event Organisers
- Wiltshire Council staff and Councillors
- Contractors, suppliers, press, local businesses
- Other Council service users

JOB PURPOSE

The main purpose of the role is to:

Assist the Facilities Manager with the maintenance, surveying, utilities figure reconciliation and inspections for various sites across the council's portfolio of buildings and assets, including liaising with contractors and other service operators. Reporting current facility conditions to the Facilities Manager and to provide status updates to building users. Carrying out small remedial works where possible and to provide access to buildings and assets when required.

This involves:

Providing administration and planning support to the Facilities Manager including Contractor supervision, reporting defects & Health & Safety

MAIN DUTIES & RESPONSIBILITIES

To continually monitor and survey the council's facilities and asset conditions, recording of defects reported by users and investigating solutions within budgets. To carry out small remedial work where necessary, and to provide access to buildings to contractors and users when required to do so. To report contractor performance to the Facilities Manager whom is responsible for the service level agreements.

- Undertake audits of the Council's services when directed including efficient filing systems for the council's asset register.
- Act responsibly in managing your own health and safety and that of anyone else who may be affected by your actions/omissions
- Carry out small remedial works, basic plumbing and DIY
- Supervise Contractor performance and report issues to the FM
- Monitor and survey the council's buildings and assets regularly, keeping a log of current conditions
- Maintain a record of council assets
- Collecting of monthly utility figures from all of our sites and reporting any differences to the utility companies and recording this data on the internal system.
- Be aware of operational costs and budgeting to ensure activities operate within budget ensuring that costs are confirmed with event organisers well in advance of the event.
- Other activities to support the Facilities Manager, health & safety & accident reporting, ICT fault logging and general administration. You will also be required to open the Civic Centre for the staff in the Facilities Manager's absence.

GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be;

- expected to attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
 - To be on a rota system for evening / weekend service delivery
- requested to attend meetings or events which may fall at evenings or weekends
- expected to undertake any other reasonable duties that the Town Council may ask of you.

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue.

Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Minimum of 4 GCSE's at Grade C or 4 or above. Including English and Maths. 	<ul style="list-style-type: none"> Health & Safety (IOSH/NEBOSH) Electrician - Part-P/NICEIC DIY & Trade experience and qualifications.
Experience	<ul style="list-style-type: none"> Of working with other groups Working with volunteers Supervision of contractors Building Maintenance Services Practical ability and problem solving Use of computers, MS Office Suite 	<ul style="list-style-type: none"> H&S Operating Procedures Road Closures and Licencing
Knowledge & Understanding	<ul style="list-style-type: none"> Local Government Health and Safety, including Fire 	<ul style="list-style-type: none"> Working with contractors and specifications Asset Register
Skills & Aptitude	<ul style="list-style-type: none"> IT Literate Effective oral / written skills Able to communicate effectively with a wide range of people Well organised Smart appearance Good team worker with ability to work under own initiative if needed Flexible approach to working as occasional evening & weekend work Active commitment to promoting equal opportunities in all aspects of work Willingness to undertake training 	<ul style="list-style-type: none"> Outgoing MS-Office Suite Driving Licence / use of a car