

JOB DESCRIPTION	
Details of the job	
Post Title	Facilities Manager
Hours	37
Salary	LC2 Scale Point (18-23) £24,982-£27,741
Location	Based at the Town Hall, Thorpe Street, Raunds
Staff Responsibility	Supervise Saxon Hall staff
Reports to	Town Clerk

Overall purpose of the post

The facilities manager will be responsible for overseeing the day to day management and health and safety of the buildings and land with the Town Councils property portfolio. They must offer all users of council properties excellent standards of customer service. They will be liaising with office staff, caretakers, and contractors.

Responsibilities

1. Ensure all buildings and property remain within the latest government regulations and environmental, health and security standards and comply with Health and Safety guidelines.
2. Ensure that Saxon Hall is presented in the appropriate manner for all bookings and to maintain excellent standards of customer care
3. Manage all building maintenance activities.
4. Complete and ensure Weekly/Monthly/Annual checks as required for buildings, equipment, grounds maintenance, electrical testing, fire alarms etc.
5. Supervise repairs and manage compliance contracts.
6. Assist with the drawing up of specifications, tenders, and quotations for a variety of projects. Identify suitable contractors and service providers. Manage all projects in conjunction with the Clerk. Make recommendations to the Council for approval.
7. Obtain quotations for any additional maintenance work as needed in accordance with the Councils Financial Regulations and recommend to Council for approval.
8. To advise on energy efficiency and cost-effectiveness.
9. Ensure appropriate stock levels for supplies and equipment are maintained and equipment is fit for use.
10. Undertake work in public parks, car parks, playing fields, landscaped areas, similar open spaces, bus shelters and buildings.
11. Driving any Council vehicles will be required.
12. Managing Planting, maintaining, and watering of floral displays in the Town.
13. Working with minimal supervision and reporting to the office daily.
14. Accept responsibility for supervision of other employees assigned to maintenance functions, individuals and groups on work experience, volunteering assignments etc.
15. To install and maintain seats, dog bins and other items of street furniture.
16. To report faults and concerns to the office as soon as issues are discovered.
17. To wear appropriate safety clothes and Raunds Town Council designated uniform.

18. At all times to take care of and maintain all property and equipment belong to the Council.
19. To attend council meetings as required
20. To assist with the marketing of Saxon Hall
21. To work flexibly to service Saxon Hall bookings and Town Council events and adhere to the Council's Time off in Lieu Policy.
22. Any other reasonable tasks as and when required.

This Job Description reflects the major tasks to be carried out and the level of responsibility which the post-holder will be required to work. In the interests of effective working the tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes shall only be carried out following consultation with the post-holder.

PERSON SPECIFICATION

Post Title:	Facilities Manager
Service Area:	Town Council Office

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Able to demonstrate a reasonable level of general education.</p> <p>Should be computer literate able to use basic office programs including the councils booking system.</p> <p>Full driving license (includes category c1) willingness to drive Town Council vehicles including a van.</p>	<p>PA1/PA6a Spraying certificate</p> <p>Rospa-Routine Playground Inspection</p> <p>Rospa – Operational Playground Inspection</p> <p>Clean driving license</p>
Experience and Knowledge	<p>Experience of carrying out a wide range of handyman duties, including decorating and minor maintenance works.</p> <p>Experience of managing contractors</p>	
Personal	<p>Has a positive and enthusiastic attitude and shows initiative within the role.</p>	

Ability and Skills	<p>Able to carry out a physically demanding role.</p> <p>Able to work independently and as an effective team member with minimum supervision</p> <p>Able to prioritise own workload and cope well under pressure to meet deadlines</p> <p>Able to build and maintain good working relationships with councillors, colleagues, and residents to deliver a service</p> <p>Ability to offer excellent customer service</p> <p>Ability to deal with difficult situations</p> <p>Is courteous and effective when dealing with people</p>	<p>.</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p> <p>Demonstration of commitment to Town Council policies</p>	
Health and Safety	<p>Able to demonstrate a clear understanding of and commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures.</p>	