

Yeovil Town Council

JOB DESCRIPTION



Job Title:	Facilities Officer
Grade:	Scale 1 SCP (4-6) £9.58 - £9.96 per hour
Hours of Work:	20 hours with overtime during summer months
Responsible to:	Town Clerk
Responsible for:	No supervisory responsibilities Council's workshop Vehicle Work mobile phone

Main Purpose of the Job

To assess requirements for and monitor progress of maintenance, repair and improvement works to Council property and land (including allotments, community halls, bus shelters and notice boards). To undertake basic maintenance and caretaking duties and monitor security as required of Council property and land.

Summary of Responsibilities and Duties of the Job

1. To assess/monitor maintenance, repair and improvement works to any of the Council's properties, land, equipment and structures as directed by the Town Clerk.
2. To undertake caretaking and maintenance duties as required in respect of the Council's properties, equipment and structures for which the Council is responsible, and to liaise with the relevant officers regarding any security issues and/or damage.
3. To carry out weekly allotment site inspections with a view to reporting back on issues arising.
4. To assist with the management of allotments sites by undertaking measurement and marking out of plots and any other activity necessary for the maintenance of the allotments sites.
5. To liaise with allotment tenants and site representatives as necessary.
6. To transport goods, equipment and other materials in the Town Council's van as required.

7. To maintain the Council's workshop in a secure and tidy state and to maintain all tools and equipment (including the Town Council's vehicle) in a good condition.
8. To assist with undertaking surveys and to carry out inspections of public facilities and amenities.
9. To attend and assist at events organised by the Town Council within Yeovil as required (which will involve occasional evenings and weekends).
10. To occasionally assist with the arrangement of refreshments for meetings and visits (which will involve occasional evenings and weekends).
11. To undertake relief caretaking and occasional duties as required in respect of community halls.
12. To respond to the activation of the alarm systems at Town House, Milford Hall and Monmouth Hall in conjunction with the Police and to initiate the alarm notification system as necessary.
13. To visit Speed Indicator Devices located at different points around the town weekly to download data.
14. To carry out any other duties as directed by the Town Clerk.

External and Internal Contacts

Councillors, members of staff, partner agencies, allotment tenants and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at Town House, but will regularly be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

March 2020