



JOB DESCRIPTION

Job Title: Buildings & Facilities Manager

Accountable to: The Town Clerk

Job Summary: To be responsible for the efficient management of the Town Council's buildings, facilities and some staff. Also, to have overall responsibility for Health & Safety, ensuring compliance with legislation, policy and procedures.

Main Duties and Responsibilities:

Property & Outside Area Management

1. To be responsible for the management of the Town Council's properties and facilities, including the Council Offices, Community Centres, Football and Cricket pitches, Playgrounds & Parks, BMX Track and Skate Park, Cemetery, Allotments and a Local Nature Reserve, which is home to a Grade A reservoir.
2. To carry out regular inspections of properties, facilities, fixed assets and equipment and to liaise with Caretakers, Maintenance Officers and Park Rangers to identify issues related to cleanliness, maintenance, site, equipment, health & safety.
3. To maintain accurate inspection records.
4. To raise job cards for the Maintenance Team and liaise with the Senior Maintenance Officer about outstanding job cards and work.
5. To establish and maintain detailed annual maintenance schedules, which can be used to plan daily, monthly, annual work plans for staff.
6. To establish short term and medium term plans for all properties and facilities.
7. To establish a rolling 5 year maintenance plan to ensure that major works are programmed into financial budgets.
8. To keep up to date with Cemetery and Allotment regulations
9. To have input into the updating of the Town Council's Fixed Asset List.
10. To be responsible for ensuring appropriate emergency plans are in place.
11. To ensure music licences are accurately renewed, up to date and displayed.
12. To liaise with the Town Clerk on regular reviews of insurance requirements of Town Council properties and facilities.
13. To be responsible for the management of all Town Council fixed assets such as noticeboards and bus shelters, ensuring the safety of the public.
14. To liaise with the Finance Officer in reviews of utility suppliers and charges, to obtain best value.
15. To obtain quotes for contractor work, supplies, sundries and equipment, as required under the Town Council's Financial Regulations and with a view to best value.



16. To organise and liaise with contractors when work is carried out on Town Council sites.
17. To liaise with, and provide support to, the Park Rangers with the organisation and holding of Earley Town Council's annual Green Fair.

Health & Safety

1. To be responsible for Health & Safety matters, in accordance with the Health & Safety at Work Act 1974 and any other relevant legislation.
2. To maintain accurate compliance records.
3. To ensure compliance with all fire, gas, electric and health & safety regulations, maintaining accurate records of all tests, inspections and remedial work.
4. To ensure the effective operation of emergency procedures. To carry out regular fire alarm tests and emergency evacuation practices.
5. To produce, review, update and action Risk Assessments to ensure that the required actions and measures are in place when work is carried out in relation to Town Council premises or services.
6. To keep up to date with regulations, standards and best practice.
7. To review the Council's Health & Safety Policy and Risk Assessments on an annual basis.
8. To arrange external Health & Safety Audits as required.
9. To maintain Health & Safety folders for all buildings.
10. To maintain records such as cleaning records
11. To maintain records of accidents, incidents and near misses and ensure they are investigated when necessary. Report accidents and incidents to RIDDOR, as required.
12. To ensure up to date licences are held for agricultural machinery.
13. To ensure that staff comply with and are kept up to date with health & safety regulations.
14. To ensure that staff training is updated appropriately.
15. To ensure that staff are provided with the appropriate PPE.
16. To carry out ad-hoc site inspections when staff are carrying out Council work to ensure health & safety regulations are being adhered to.

Management of Staff

1. To act as Line Manager to the Maintenance Team, Park Rangers, Grounds Staff, Park Warden and volunteer Water Bailiffs.
2. As Line Manager, to conduct annual staff appraisals.



3. To ensure that adequate caretaking cover is provided for the Community Centres and Council Offices.
4. To authorise annual leave in accordance with the Town Council's Annual Leave Policy.
5. To assist the Deputy Town Clerk in keeping accurate HR records of annual leave, sick leave etc.

Financial Responsibilities

1. To raise purchase orders for equipment, supplies and contractor work.
2. To sign off of contractor work, in order for invoices to be paid.
3. To assist the Town Clerk with reviews of the Amenities & Leisure budget.

Projects

1. To work alongside the Town Clerk and Deputy Town Clerk to identify long term projects and agree plans with the Town Clerk to fit in with financial budgets.
2. To plan and implement those long term projects.

Climate Emergency

1. To develop Action Plans in accordance with any Climate Emergency policies or statements adopted by the Council.
2. To work to ensure that the energy efficiency of all Council properties is improved.

General

1. Maintain update and accurate records.
2. Prepare reports for relevant Committees and the Town Clerk as required.
3. Attend Amenities & Leisure Committee Meetings (approx. 6 per year) and other Council meetings, local organisation meetings as may be required.
4. Act as an emergency out of hours contact.
5. To work as part of the senior management team.
6. To attend training courses as appropriate and as required by the Town Clerk
7. Work to promote and expand the use of Council facilities.
8. To undertake any other duties that may be required by the Town Clerk from time to time appropriate to the grade and designation of the post.

This job description is not exhaustive and may be subject to review as the Council may direct.



PERSON SPECIFICATION

Essential knowledge, skills, abilities, experience	Desirable knowledge, skills, abilities and experience
Educated to GCSE level or O Level	Professional, vocational or graduate qualification in Facilities Management
Relevant experience in Buildings & Facilities Management	Holder of IOSH Certificates or NEBOSH qualification
Knowledge in Health & Safety procedures, requirements and regulations.	
Knowledge in Risk Assessments and compliance of fire, gas and electric regulations	
ICT literate and competent user of standard Office ICT	
Experience of managing projects and delegation	Contract Procurement & Tenders
Staff management and supervision – able to motivate others, engage with and develop staff to drive up performance standards	
Experience in carrying out inspections, recording outcomes and taking action.	Knowledge in the maintenance of sports pitches, cemetery/allotment regulations and playground inspections.
Experience in maintaining accurate records	
Experience in planning schedules	
Professional commitment to public service delivery and outcomes for citizens	Familiar with local government legal and regulatory requirements
Well organised and confident; able to prioritise effectively; proactive	
Inspires trust and confidence; can build relationships with staff, councillors, other organisations and the public. Strong interpersonal skills; able to relate and communicate with a wide range of people	
Self-motivated, energetic ‘can do’ attitude; creative thinking and problem solving skills.	
Writing skills - ability to write accurate reports and correspondence.	
Good verbal communication skills, uses tact and diplomacy. Confident public speaker can present issues concisely and coherently. Good listener, motivator and influencer	
Committed to self- development.	
Politically impartial; operates with consistency and integrity	
Able to work flexibly including evenings and weekends as required.	
Full, clean driving licence.	



TERMS & CONDITIONS

Salary	SPC 27 - 31 per annum (£31,346 - £34,728 (depending upon experience and qualifications)
Payment of Salary	Paid monthly by BACS on the 15 th of the month (half in advance/half in arrears)
Probationary Period	The post is subject to a probationary period of 26 weeks
Conditions of Service	In accordance with the National Joint Council for Local Government Services
Pension	Membership of the Local Government Pension Scheme is automatic. It is a defined benefit pension scheme based on a Career Average Revalued Earnings (CARE) basis.
Hours	37 hours per week. Hours of work between 8.30am to 5.00pm weekdays (4.30pm Fridays), however attendance at evening meetings and occasional weekend working will be required, for which time off in lieu will be granted. It may be necessary for the post-holder to work in excess of these hours on occasions to meet deadlines.
Health Check	The post-holder will be required to undertake medical checks.
DBS Check	The post is subject to a satisfactory DBS check.
Driving Licence	The post holder is required to hold a full valid driving licence.
Place of Work	Based at Earley Town Council Offices, Radstock Lane but will be required to visit all Council sites in Earley.
Benefits	The Town Council will sponsor any relevant job related training (subject to budget constraints).
Leave Entitlement	Annual leave starts at 21 working days plus two additional statutory days plus Bank Holidays and increases after five, seven and ten years of service. Continuity of relevant service will be honoured.
Politically Sensitive	This is a politically sensitive post. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office. Further details are available on request. Please feel free to discuss this at interview.