

## OKEHAMPTON TOWN COUNCIL

### JOB DESCRIPTION

**Position:** Facilities Officer

**Job Overview:** To be responsible for the work that falls within the remit of the Property Committee, hire of facilities, management and maintenance of all council buildings and roofed structures including those in Simmons Park and other areas. To line manage the Caretaking staff and be responsible for all aspects of health and safety in relation to property management.

To effectively assist with the delivery of a broad range of the council's services, developing good practice and the promotion of activities across all areas of business.

This role is predominantly desk/office based and will include some evening and weekend working as required.

In all cases a basic DBS check will be undertaken, and an enhanced DBS check may be undertaken in accordance with requirements for the Youth Council, volunteer and work experience opportunities that the council offers.

**Responsible To:** Town Clerk

#### **Key Areas of Responsibility:**

Under the direction of, and reporting to the Town Clerk, responsibilities include, but are not limited to:

#### Personnel

- To line manage the Caretaking staff and oversee their work
- To undertake annual performance reviews of the Caretaking staff

#### Buildings and Facilities

- To be responsible for the remit of the Property Committee and all council roofed buildings and structures, including administration of services and work as required, and premises for which the Council is Landlord or Tenant.
- To attend meetings of the Property Committee and Working Groups as required, including preparation of reports and completion of actions arising.
- To oversee the budget of the Property Committee on a day-to-day basis, reporting to the Town Clerk who has overall responsibility, and contributing to the overview of current and preparation of future budgets.
- To be responsible for the day-to-day maintenance, recording and reporting, arranging or repairing of Town Council owned or leased buildings, including:
  - Town Hall – Grade II listed
  - Charter Hall and adjoining buildings
  - Public Toilets
  - Jim the Walker statue
  - Buildings and roofed structures within Simmons Park and any others that are the responsibility of the Council

- To initiate and deliver property related projects in conjunction with other members of staff as required and directed by the Town Clerk.
- To prepare documents enabling tenders and quotations for any building repair and maintenance work. To obtain quotations and tenders and prepare reports for the Property Committee, Council or Town Clerk as required.
- Co-ordination and overseeing of building and maintenance works
- To be responsible for preparing and maintenance of schedules, organising and obtaining quotations for services including:
  - maintenance and service contracts, including those relating to health and safety
  - maintenance schedules
  - to assist the Finance Officer with utility contracts, including meter readings
  - register of contractors
- To be responsible for building related health and safety, including but not limited to Asbestos, Fire and Legionella regulations, preparation of risk assessments relating to properties and their maintenance as required, overseeing of the accident book and contractors.
- In the absence of Caretakers, to undertake that role as necessary to facilitate hiring and cleanliness of facilities

### Tenants

The Council is a commercial landlord for a small number of premises

- In conjunction with the Town Clerk to liaise with tenants in relation to leases, including their renewal and letting, and building related matters. Prepare reports as necessary for the Property Committee, Council or Town Clerk as required to enable decision making and enable the Town Clerk to liaise with Solicitors or other parties as necessary.
- To be the point of contact for tenants in relation to any issues or concerns that may arise.
- To arrange for any work to be carried out or access as required by the Council as Landlord.

### Facility Hire and Promotion

- To liaise with hirers in a timely fashion to ensure their needs are met and all necessary paperwork is in place
- To facilitate bookings as needed in the absence of Caretakers, remaining on-site if necessary, including evenings and weekends.
- To support the Assistant Clerk in the effective marketing and promotion of facilities, including the Town Hall, Charter Hall and other aspects of council business, with the aim of increasing bookings and maximising income.

### General

- To be a key holder for the premises and be prepared to be called out in case of emergency.
- To ensure the security of the buildings and take all reasonable steps to prevent access to unauthorised or undesirable persons.
- To act as first aider and fire marshal
- To be prepared to attend training courses as required in relation to all aspects of employment
- To assist with all reception duties providing cover during periods of absence; dealing with queries from members of the public, councillors and stakeholders and receiving money as payment for goods or services as necessary.
- To assist other members of staff with the planning and running of any events that may be arranged by the Council, including stewarding of road closures

- To keep abreast of relevant changes in legislation that impacts the role and report to the Town Clerk, Council or other members of staff as necessary.
- To attend and take part in meetings and briefings of the council and staff as required.
- To undertake any other appropriate and related tasks commensurate with the role or as required by the Town Clerk.