



BARRY TOWN COUNCIL

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Facilities Team Leader	Grade	SCP 18 – 22 starting £27,344 Per Annum (£14.17 p/h) (pro rata)
Reporting To	Facilities and Cemeteries Manger	Hours	18.5 hours p/w
		Working Pattern	<i>Normal working hours will be</i> <i>Tuesday -5hrs</i> <i>Thursday - 5hrs</i> <i>Friday - 5hrs</i> <i>Saturday - 3.5hrs</i> <i>Flexibility is required for this role along with weekend working</i>
Direct Reports	Caretakers Cleaners		

Purpose of the Role

To ensure all Barry Town Council's premises are maintained in the best possible order and are always fit for the purpose intended for all staff, Councillor and the general public.

To ensure that all premises are cleaned to a high standard ensuring a clean and welcoming environment for all staff, Councillors and members of the public.

To ensure staff are trained and in place to deliver a high level of service and standards expected and ensure all legal aspects are adhered to.

Key Duties and Responsibilities

1. To attend council offices on a regular basis to receive instructions for any work not considered part of your daily routine
2. To provide an on call service outside of office hours when hirers or staff are present on sites
3. To liaise with contractors as and when required
4. Ensure equipment Inspections are completed and Faulty items logged and reported.
5. Complete staff rotas to ensure that cover is available for each hire and cleaning of all buildings
6. To allocate work and tasks across the Facilities Team to ensure standards are met and schedules completed
7. Ensure all weekly, monthly and annual tests are carried out
8. Work shoulder to shoulder with the Facilities team and carrying out the caretaking/cleaning duties.
9. To provide a caretaking and maintenance service for the centre, hall and office buildings incorporating the following :-

Daily

- a) Deactivation of alarm on entry to the hall, centre and offices
- b) Weekly inspection of both inside and outside of the building with any maintenance work required being scheduled into work programme
- c) Any serious problems to be reported to line manager
- d) All general maintenance work completed with timescales agreed with line manager
- e) If maintenance work falls outside of appropriate skills or requires certification advise line manager who will arrange for a suitable contractor to attend site
- f) Set up room for functions as agreed with function organiser
- g) Clean up after each function, i.e. kitchen and toilets fully cleaned and restocked where necessary
- h) Reactivation of alarm at end of each day where last hirer is not a key holder

Weekly

- a) Ensure the caretakers undertakes a full clean of the Hall and Centre, floors polished, toilets and kitchen fully cleaned, soft play toys sanitised, Windows clean and clear and stock checked and reordered where required
- b) Empty bins and place at collection point on the day of refuse collection, ensure bins are used in the correct way and bins are labelled
- c) All Health & Safety Checks completed in accordance with schedule provided (record to be kept of all inspections), including first aid box

Regularly or as requested

- a) Clean internal and external windows
 - b) Inspect gutters and clean where necessary at centre and hall in accordance with risk assessment
 - c) To carry out inspection of all equipment and fittings i.e. ladders, emergency lighting, emergency exits and complete relevant paperwork to be kept on file for inspection on request
 - d) Fire Alarm and smoke detectors for centre, hall and office to be checked and recorded and fire drills to be carried out
5. To provide a caretaking and maintenance service for the Council offices when requested :-
- a) All work to be completed to a standard and timescales agreed with line manager
 - b) Request replacement stock as required
 - c) To provide cover for the cleaner when required as a result of annual leave or sickness absence
 - d) To set up Council Chamber and/or as requested
 - e) Liaise with the events team and arrange support for events when needed from the Facilities team
6. To provide caretaking and maintenance service for Merthyr Dyfan Cemetery when requested :-
- a) Maintenance of buildings (if maintenance required falls outside of skills or requires certification, advise line manager who will arrange for a suitable contractor to attend site)
 - b) To assist with grass cutting and general grounds maintenance when requested and under the supervision of the cemetery supervisor

Line Management

- a) To manage all Caretakers and Cleaner in the day to day delivery of their roles
- b) To performance manage staff through regular supervision and by undertaking 6 month interim and annual appraisals for every member of staff
- c) To ensure all staff training records are up to date and the office has been notified of any changes
- d) To ensure all staff attendance records are up to date including notification of all annual leave requests and sickness absence using the agreed policies and procedures of the Council
- e) To conduct Return to Work Interviews with each staff member following sickness absence
- f) To fully adhere to the policies and procedures set out in the Staff Handbook, ensuring you update staff when you are notified of any changes, noting specific duties in relation to the lone working policy
- g) To draw up and implement induction plan for new starters, in consultation with line manger

Communications

- a) To foster strong communication within the wider Council staff including providing representation to Team meetings
- b) To communicate with members of the public, hirers, staff and Councillors
- c) To provide regular feedback to your line manager through Supervision

Health and Safety

- a) To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met
- b) To prepare risk assessments which impact on your role and the department you work in, for all tasks undertaken and events being held in the Pioneer Hall
- c) To prepare COSHH assessments in respect of all chemicals used in the course of your daily tasks
- d) To take care of your own health and safety by following guidance provided by your line manager and through training received.
- e) To undertake PAT testing of all equipment and devise a schedule to ensure that all equipment is fully maintained and defaults reported as soon as possible to the Facilities and Cemeteries Manager

Equality and Diversity

- a) To support the Chief Officer (Town Clerk) in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of the Council's work.
- b) To undertake Equalities awareness training
- c) To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform.

Personal Development

- a) To develop in your role through training and development opportunities made available to you.

Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post. You may be requested to assist with setting up and clearing away of council events on evenings and weekends i.e. Remembrance Day, Mayor's Events, Santa Fun Run etc.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Hold a full driving Licence • Good general education • Hold or willing to undertake a Health and Safety qualification 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Provision of Certificates</p>
<p>Knowledge and experience</p> <ul style="list-style-type: none"> • Experience of working in a community environment e.g. community facilities / gardens / buildings / land or facilities management / grounds maintenance / cemeteries • Experience of Managing staff 	<p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Application Form</p>
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Maintenance skills and ability to use a range of manual tools • Good interpersonal and oral communication skills • Good written communication skills • Ability to organise workload with minimal supervision and meet deadlines • Empathy, sensitivity, tact and diplomacy • Basic IT skills enabling use of internet, e-mail and documents 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<ul style="list-style-type: none"> • Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation • Awareness of health and safety legislation and its application within an organisation • Flexible, enthusiastic and highly organised • Ability to organise and prioritise workload • Ability to maintain an orderly and safe environment for self and others 	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Application Form</p>
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating and enthusiastic individual • Personality, conduct and credibility that engages the confidence of the public, councillors, staff, partners and stakeholders 	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level 	<p>Essential</p>	<p>Interview</p>