



**POST TITLE:** Estates and Facilities Operative

**HOURS:** 5 - 10 hours per week on a Saturday & Sunday

**PURPOSE OF JOB:** To maintain all the Council's properties and areas in a clean, tidy and safe condition fit for use, working with the Parish Office at all times. You will be responsible for the preparation of facilities for hire including health and safety, fire awareness and security.

**PLACE OF WORK:** Within the Parish of Hound.

**REPORTS TO:** Estates & Facilities Team Leader

**JOB SUMMARY:**

Part of the team responsible for managing both planned and reactive maintenance to the Council's grounds and buildings;

Part of the team responsible for coordinating the Council's external contractors, the annual program of works and minor repairs in line with the Council's financial regulations, schedule of works and health and safety practices;

Part of the team responsible for managing health and safety within the Council's facilities and open spaces to ensure the safety of our users, residents and staff, and provide advice and guidance on health and safety legislation where appropriate;

Working with colleagues in the development and maintenance of Abbey Hall, Hound Parish Hall, Tankerville pavilion, recreation grounds, open spaces, allotments, woodland, play areas and Hound Burial Ground;

**DUTIES AND RESPONSIBILITIES:**

**Asset Management**

1. To assist in ensuring the Council's asset portfolio (property holding) is fully utilised to its best advantage by ensuring it is in the best and safest condition possible;

2. Work with the office on the annual maintenance programme for the Council's buildings to ensure works are prioritised effectively within the budget available and delivered on schedule;
3. Carry out planned and when necessary, reactive maintenance and ensure the smooth operation of daily activities and minor works including; carpentry, plumbing tasks, painting and decorating, picture and noticeboard hanging, low voltage electrical tasks, signage erection etc;
4. Assist with quotations and tenders received from contractors and other key suppliers on the re-tendering processes or renewal of service and maintenance contracts associated with the upkeep of the Council's grounds and buildings;

### **Facilities Management**

5. Ensure that the Council facilities are well maintained to a high standard, general DIY tasks are undertaken, appropriate logs completed, building security maintained and rooms prepared for hire;
6. Ensure regular emergency equipment checks including fire and intruder alarms, emergency lighting and fire extinguishers, first aid kits, defibrillators and PAT testing are completed;

### **Grounds Maintenance**

7. Work as part of a team to ensure the management and maintenance of a wide range of amenity land, including play areas, recreation grounds, outdoor pitches, allotments, woodlands and Hound Burial Ground ensuring maximum use and safety;
8. Ensure the Council's recreation grounds and play areas are to the required standards and repairs/changes are carried out in line with annual ROSPA inspections and routine internal inspections to ensure safety and operational effectiveness for public use;
9. Have responsibility for the equipment, tools and any vehicles used within legislative requirements, ensuring efficient utilisation, value for money, and that the equipment and vehicles support effective and safe service delivery;
10. To ensure regular grass and hedge cutting throughout the year;
11. Work as part of the team to ensure daily litter picking and emptying of Hound Parish Council bins;

## **Health and Safety**

12. To carry out and maintain routine Health & Safety checks and ensure statutory maintenance schedules for the Council's buildings and grounds work are undertaken including, but not exclusive to, Legionella preventative maintenance and emergency light testing;
13. All risk assessments whether generic or task specific are relevant, maintained and up to date;
14. Act as a registered key holder in case of emergencies and support the refresh and implementation of emergency planning procedures if and when required;
15. To carry out memorial testing within Hound Burial Ground;

## **Budget Management and Reporting**

16. Work with the Clerk and Team Leader, to identify new initiatives, repairs and potential increases to existing contracts or renewals, to put forward annual budget proposals and inform the annual budget setting process;
17. Under the health and safety guidelines issued by the Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council;
18. Adhere at all times to the policies and instructions of the Council.

## **Other**

19. To participate in the on call rota as required;
20. To work 5 days out 7 including 1 in 3 weekends and bank holidays (lieu day to be given for bank holiday);
21. The post holder will be required to attend and participate in **all** Council events and functions which may take place on evenings and weekends;
22. To undertake such training such as shall be required by the Clerk/Team Leader;
23. To undertake such other duties and responsibilities commensurate with the level of the post and in accordance with the job purposes as required by the Clerk from time to time;

Job activities quoted above are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the principal duties. Therefore, the postholder will be

required to undertake any other duties that may be required appropriate to the grade and designation of the post.

**PERSON SPECIFICATION:  
ESTATES AND FACILITIES OPERATIVE**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<p>Proven experience of facilities and/or estates management experience;</p> <p>Proven experience of project management</p> <p>Proven experience of working within public space</p>	<p>At least five-years experience of working in estates/facilities management in the public sector;</p> <p>Extensive knowledge and experience of legislation relating to facilities management including:</p> <ul style="list-style-type: none"> <li>- Legionella Management;</li> <li>- Asbestos Management;</li> <li>- Electrical Condition Reports;</li> <li>- Fire Risk Management;</li> <li>- Welfare provisions.</li> </ul>
<b>Education and Qualifications</b>	<p>GCSE grade A – C in English and Maths.</p> <p>Recognised training in Health and Safety (such as IOSH managing safely or CIEH)</p> <p>NVQ level 2 in Horticulture or equivalent experience</p> <p>Certificate of competence in brushwood chipper, abrasive wheel, chainsaw, strimmer/brush cutter</p> <p>PA1/PA6A Safe handling and application of pesticides</p>	<p>Recognised qualification in Health and Safety – such as IOSH</p> <p>Recognised qualification in estates/facilities management.</p> <p>Recognised qualification in project management.</p> <p>Emergency First Aid at Work</p>
<b>Key Skills and Abilities</b>	<p>IT Literate</p> <p>A high standard of numeracy and literacy;</p> <p>Ability to work independently and effectively to organise personal workloads on and off site;</p> <p>Ability to meet varying deadlines and work under pressure;</p> <p>Ability to problem solve, and highlight improvements in service provision;</p> <p>Good attention to detail and ability to monitor standards and performance;</p>	
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>

<p><b>Knowledge</b></p>	<p>Knowledge of the Health and Safety at Work Act 1974;</p> <p>Good knowledge of risk management and the completion of associated risk assessments;</p> <p>Good knowledge of estates/facilities management;</p> <p>Good knowledge of project management.</p>	<p>Extensive knowledge in handling Legionella Management, Asbestos Management, Electrical Condition Reports, Fire Risk Management and Welfare provisions.</p> <p>Knowledge of Local Government and committee processes.</p>
<p><b>Personal Attributes</b></p>	<p>Good interpersonal skills;</p> <p>Ability to work as part of a team;</p> <p>Ability to work with colleagues to meet deadlines and deliver projects within set timescales;</p> <p>Ability to use own initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Self-motivated and a positive attitude.</p> <p>Full clean driving licence and access to a vehicle.</p>	