

Job Description

Facilities Supervisor

Overall Responsibilities

The Facilities Supervisor is responsible to the Parish Clerk for the smooth and effective management of the amenities. As a senior member of staff this role will enhance the PCs reputation and provide excellent customer service. Carrying out day to day tasks with the assistance of the Village Orderly. The role is expected to be both manual and office based.

The post holder will be responsible for the line management of all amenities staff employed by the Parish and ensure that all applicable BHPC policies are complied with. They will be expected to monitor the performance of any contractor working on behalf of the Parish including their compliance with health, safety and environmental legislation that is applicable to the work being undertaken. Assist the clerk with specific projects authorised by BHPC.

Specific Responsibilities

1. To be the Line Manager for all employees involved in amenities/services. Maintain stock levels of resources needed for the facilities. Ensure staff attend any appropriate training in order to carry out their role.
2. To be fully involved in the creation of quotes and tenders for work, liaising with contractors and Cllrs to ensure best value is achieved. Maintaining the amenities to the standard set by BHPC. Overseeing work completed by contractors and to arrange cover should the contractors become unavailable. Ensuring adherence to BHPC practise and policies.
3. The completion of the annual appraisal and performance management of the services and amenities employees in conjunction with the Clerk.
4. Liaise with the Deputy Clerk regarding bookings, invoicing and payments. To control the access arrangements for the facilities.
5. Ensuring routine and statutory inspections are completed on time with the appropriate action taken. Including but not restricted to streetlights, trees, grass verges, hedges, ponds, commons. Managing actions from inspections as authorised by the clerk.
6. To complete low level repairs and maintenance. To drive the Parish vehicles and use hand tools as needed in line with Health and Safety.
7. To maintain the street light log and record any repairs, liaise with street light contractors.
8. Ensure Fire Safety regulations are adhered to.

9. To have a thorough knowledge of the Parish budget and to adhere to spend limits.
10. To write reports and work schedules to inform the Clerk and Council about regular work and projects.
11. Cover for the Clerk when requested, specifically holidays and sickness.
12. Attend any committee (if requested) which has any business directly related to amenities on the agenda.
13. To attend events that maybe on an evening or weekend at the request of the Clerk (time off in lieu to be given).
14. To carry out any other tasks as required by the Clerk. To attend any training, including bespoke training for the role.