

Person Spec – Facilities Supervisor

	Essential	Desirable
EXPERIENCE	Experience of working in a facilities operations position. Management of individuals and teams Working with the general public Liaising with contractors and monitoring progress Manual outside work including grass cutting and public bin emptying. Managing Health and Safety Using online ordering via websites and local suppliers within budgetary constraints. Producing reports and updates on regular work and projects. Keyholder responsibilities	Experience of working for a Parish or Town Council. Knowledge of booking systems. Working in a local authority environment
QUALIFICATIONS	Health and safety such as; risk assessment, ladder safety, personal safety, COSHH, manual handling, legionella control, fire awareness, First-Aid at work English/Maths GCSE grade 5/C or above	Any trade qualification (plumbing/gas/electrics) General Certificate in H&S Recognised management / supervisory qualification (Certificates will be required prior to appointment)

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SPECIALIST KNOWLEDGE/ SKILLS	Ability to supervise a team of staff Knowledge of current health and safety legislation and its application in relation to facility management Ability to present a positive image of the Council Excellent communication and customer care skills with the ability to resolve operational problems effectively Ability to identify and develop operational procedures which improve quality standards Ability to carry out minor repairs	Understanding budgets Using a company credit card Ordering supplies and checking stock levels
IT SKILLS	Good standard of IT skills including e-mail, diary management, word, excel etc. Ability to use an iphone and laptop proficiently as part of the role. Knowledge of computerised bookings systems or ability to learn	Creating signage
PERSONAL CHARACTERISTICS	Reliable, with a flexible approach to work duties in this varied role. Ability to work effectively alone and in	

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	a small team with a variety of different colleagues Practical and pro-active approach to problem solving and an ability to prioritise tasks Well organised, motivated and enthusiastic Ability to remain motivated during periods of repetitive duties	
PHYSICAL REQUIREMENTS	Ability to lift heavy loads and undertake manual duties Confident to undertake lone working without supervision	
SPECIAL WORKING CONDITIONS	Must hold/maintain a current driving licence and have access to a car for work purposes	Experience driving tractors