

TOWCESTER TOWN COUNCIL

ELIZABETH COX

Town Clerk



TOWN HALL
86 Watling Street,
Towcester,
Northants NN12 6BS

Tel: 01327 350995

FACILITIES & OPERATIONS OFFICER **JOB DESCRIPTION**

Responsible to the Town Clerk.

Salary NJC LC2 SCP 24 to NJC LC2SCP 28

£31,099.00 - £34,723.00 (Dependent on experience)

Full time – 37 hours per week

Eligible to join the Local Government Pension Scheme upon successful completion of a probationary period.

MAIN RESPONSIBILITIES TO INCLUDE:-

- To agree, set and maintain planned maintenance regimes for Council properties.
- To provide regular review reports to the Council on the condition of its premises.
- To manage day to day operational issues arising with the Town Council's occupied buildings.
- To oversee the work of Council's contractors to ensure this work is carried out to specification and in the correct, safe and timely manner.
- To monitor facilities and equipment to ensure safe working practices in line with Health & Safety regulations.
 - To promote safe working practices;
 - To ensure safe and secure storage of materials and equipment;
 - To carry out operational risk assessments;
- To adhere at all times to the policies and instructions of the Council.
- To ensure seats, litter bins, dog waste bins, notice boards, bus shelters and other street furniture are maintained.
- To work with the Town Clerk to maintain the facilities asset register for audit and insurance purposes.
- To set contract specifications for works to Council's premises.
- To undertake all other tasks that fall within the remit of the role.
- **Allotments:-**
 - To undertake monthly inspections;
 - To respond to related enquiries;
 - To attend regular meetings with representatives of the Towcester Allotment & Gardener's Association;
 - To maintain the Town Council's Allotment Waiting List;
- **Cemetery:-**
 - To make arrangements with Funeral Directors for burials/interments in the Brackley Road Cemetery;
 - To maintain accurate records for the Brackley Road Cemetery;
- **Play equipment:-**
 - To liaise with the Council's contractor to address all actions arising from the weekly inspections and annual ROSPA inspection of the Council's play equipment;
- **Public Open Spaces:-**
 - To address reports relating to the maintenance of the Council's open areas;
 - To liaise with the Council's contractors to ensure all trees/shrubbed areas and regularly inspected and managed in accordance with the Council's maintenance plan for open spaces.
- **Town Centre Schemes:-**
 - To oversee the Council's Christmas tree/lights scheme and summer flags/floral displays schemes.

E-mail: towncouncil@towcester-tc.gov.uk

Website: www.towcester-tc.gov.uk

Please note: The post holder will be expected to work both from the Town Council premises and home, subject to prior agreement. Occasional work outside of normal office hours will be required to respond to emergencies. Use of a car is essential due to the nature of the role and the requirement to undertake site visits (for which a mileage allowance will be paid).

TOWN COUNCIL PREMISES

Towcester Town Hall, The Sawpits Centre, Towcester Youth & Community Centre, Brackley Road Cemetery Chapel & Cemetery Lodge, Richmond Road Public Conveniences (*leased from West Northamptonshire Council).

PUBLIC OPEN SPACES OWNED AND MANAGED BY THE TOWN COUNCIL

Towcester Recreation Ground, Riverside Walks, Saxon Fields & Belle Baulk open areas, Sawpits Green, Nicholas Hawksmoor Pocket Park & Tove Wetland Pocket Park and various open areas within the residential developments across the town.

Pending:-

New community building and sports pitches on the Persimmon/Bloor Homes SUE Development.