



Morpeth
Town
Council

POST TITLE: FACILITIES SUPERVISOR
ACCOUNTABLE TO: TOWN CLERK
PAY GRADE: £ 24,432 - £26,975 (NALC Points 16-21) Pro Rata

Overall Responsibilities

To be responsible for all aspects of the Council's facilities management and premises staff to ensure the cleanliness, safety and security of the Council buildings and grounds at all times.

Specific Responsibilities

1. Responsible for the management of a range of Council buildings including building maintenance and security, fire safety, and Health & Safety
2. To ensure estates compliance activities are completed on time to provide safe and secure premises in line with regulatory standards.
3. To ensure estates issues are reported and acted upon in a timely manner in line with regulatory standards.
4. To be responsible for managing site staff, Local Authority employees and external contractors on site.
5. To ensure contractors work safely at all times in accordance with their risk assessments and methods statements and the Council's process and procedures
6. Develop, maintain and comply with the requirements of Quality, Environmental and Health & Safety Management control systems.
7. Liaise with suppliers regarding the provision of equipment and commodities and resolve any associated problems.
8. Review plant, equipment and supplies and ensure all related records and data are maintained.
9. Work with the Operations Manager to manage and control designated budgets.
10. Develop maintenance schedules and set routine programmes of work for cleaning staff, premises and grounds maintenance staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all buildings and premises
11. To be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant, including ensuring the

completion of all annual testing, monitoring and recording of meter readings/returns as require and take appropriate action.

12. To review heating, electricity and water usage and to advise the Operations Manager on proposals for energy saving methods

Health and Safety

13. To develop and review Risk Assessments and Method Statements in conjunction with estates related activities
14. To monitor and ensure that all premises are safe and in good working order.
15. To monitor and ensure that Personal Protective Equipment is worn and that safe working methods are adopted as per task related Risk Assessments and Method Statements.
16. To support Health and Safety auditing processes and procedures and act upon non-conformances identified.
17. To provide regular updates on Health and Safety to Senior Managers
18. To actively use and ensure tasks on the Council's centralised compliance reporting system are completed.

Grounds Maintenance

19. Oversee the management of all the Council's external open spaces including parks, play areas and allotments ensuring they are regularly inspected and maintained.
20. To ensure grounds maintenance providers deliver services on time and to the required standards.

Other responsibilities

21. To attend training courses on the work and role as required.
22. To undertake specific projects from time to time at the request of the Town Clerk.
23. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is subject to review and may change over time to meet the needs of the organisation. Any changes will be subject to consultation with the post holder.

PERSON SPECIFICATION

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • HND in Facilities Management or equivalent and relevant subject • A- level standard of general education specifically numeracy and literacy • Evidence of recent relevant Management Training and continuous professional development • Customer Care Skills • IT Literate • Trained in Manual Handling and Asbestos awareness 	<ul style="list-style-type: none"> • Degree Level or equivalent standard of general education • Membership of a relevant Professional Institute • First Aid Certificate
Skills, knowledge and experience	<ul style="list-style-type: none"> • Considerable experience of Supervision and the delivery of all or one of the Facilities Service (Building Management, Building Cleaning, Caretaking) • Experience in using Microsoft applications • Experience of resource co-ordination • Experience of staff management. • Thorough understanding of the requirements of the Health & Safety at work Act and Employment Legislation • Considerable experience in the management of resources including financial management • Experience of budget management • Experience of dealing with personnel issues and supervision of staff 	<ul style="list-style-type: none"> • Experience Quality, Environmental and Health & Safety Standards. • Experience of working in multi site environment/ multi disciplined environment • Experience of coaching others
	<ul style="list-style-type: none"> • Able to develop and maintain professional working relationships 	

	<ul style="list-style-type: none"> • Able to apply own initiative to overcome day-to-day operational problems. • Works cooperatively with customers/ stakeholders, maintaining regular consistent and clear communications to achieve solutions. • Excellent communication skills • Commercial awareness • Ability to plan & schedule work for periods of up to 12 months • Ability to work on a day to day basis largely without supervision. • Self motivated, adaptable and resourceful • Logical and numerate • Team builder, leader and motivator 	
Special Requirements	<ul style="list-style-type: none"> • The postholder will need to be flexible to work evenings/weekends where necessary 	