



Newton Abbot Town Council

Facilities/Maintenance Officer

Job Description

1. Purpose of the Job

- To provide an efficient and effective security and caretaking service at Newton's Place to the agreed standard, during agreed hours, weekdays and outside normal working hours.
- To set-up the furniture in the community rooms in accordance with the building booking system.
- In consultation with the Housekeeper, to clean any designated areas of the building.
- The building is prepared and ready for use by staff, the public and councillors in the delivery of services and running of council business.
- All non-operational assets are maintained to the required standard.
- Maintaining assets such as street furniture
- Clearing common areas, such as public footpaths, parks, Quay, leat.
- Fixing any safety hazards.
- Putting together furniture and other equipment.
- Installing appliances and machinery.
- Carrying-out minor plumbing, building and carpentry.
- Liaising with contractors and other workers.
- Supporting events by transporting and setting-up resources

2. Responsible To

Principal Administrator

3. Hours of Work

- A flexible pattern of work is required, but the post holder will be expected to work an average of 30 hours per week. Evening and weekend work will be required.

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- Attend the premises as necessary at 1.00 p.m. and 5.00 p.m.; ensure the community rooms are set-out in accordance with the booking system; Attend at 8.30 p.m. ensure the building is vacated, the rooms are clean and tidy, and the rooms are laid-out as required for the first meetings the next morning; lights off, alarm set, building secured.
- **Additional hours (payable at normal hourly rate):** Attending 'alarm' call-outs and reported break-ins or damage.

4. Payment.

Manual Grade - Remuneration will be at a set hourly rate, to be reviewed annually.

5. Main Duties

- Responsible for caretaking at Newton's Place, including receipt of delivery of goods and mail;
- Liaise with the Principal Administrator to report faults and arrange for/facilitate any repairs as necessary;
- Check toilets for cleanliness and address where necessary. Ensure soap, toilet tissue, and other supplies are adequate. Where required, report to Housekeeper if replenishment is required;
- To be the principal key holder and respond to alarm 'call outs' and other emergencies (i.e. reported building damage and attending out of hours repairs.). Be responsible for locking and unlocking the building, including setting and un-setting alarms;
- Be available as needed to assist with the smooth running and maintenance of security within the building;
- Operate and monitor the Building Management System. Assist with fire alarm testing and fire drills. Reset lift where appropriate;
- To be responsible for raising/lowering flag on official occasions,;
- To undertake any reasonable additional duties as required.

6. General

- To undergo an annual appraisal, a review of such an appraisal as appropriate and to monitor and deliver agreed work programme.
- To undergo a programme of training as appropriate.
- Adhering to security guidelines.
- Being able to handle customer complaints.
- Being able to resolve problems efficiently.

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- Being discrete and flexible.
- Being focused and self-motivated.
- Being self-reliant and responsible.
- Interacting with people and working cohesively with them.
- Physically capable of moving equipment.
- Plumbing, carpentry, basic building and electrical.
- Painting and decorating.
- Basic gardening and landscaping.
- Time management and organisation.
- Ability to drive a Council vehicle, (and keep in clean and tidy order) and operate machinery (for which qualifications will be required and training offered).
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To undertake portage tasks as required including setting up and clearing away furniture, banners, marquees and gazebos etc.
- To monitor stock levels of consumable items such as fuel, grit, graffiti remover etc. and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including repair and maintenance tasks, carry out meter readings at various sites.
- Maintain contents and integrity of the various notice boards throughout the town.
- To carry out any other reasonable duties within the overall function of the role.
- Supporting the Council's Housekeeper with catering and property needs of Newtons Place.
- Wear and keep clean, council provided clothing.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

7. Important Relationships

- Town Clerk
- Deputy Town Clerk
- Principal Administrator
- Housekeeper
- Handyman
- Mayor's Secretary
- Councillors
- Representatives of local groups, bodies, schools and businesses

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8. **Health & Safety**

- Responsible as an officer and employee under the Health and Safety at Work Act.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To co-operate with the Council, its officers and staff to enable them, as far as is necessary, to conform and comply with any duty or requirement imposed as a result of any law which may be in force regarding health and safety.
- Not to interfere intentionally or recklessly with anything provided in the interest of health, safety and welfare.

9. **Equal Opportunities**

- The Council is committed to providing equal opportunities in the services it provides and in the way in which it employs people. This applies when developing plans, policies and strategies and when working with suppliers, contractors and partners. The Council will listen to all sections of the community and aim to provide services, which meet the needs of the whole community.
- The Council wants to make sure that everyone is treated fairly, regardless of gender, race, disability, ethnic origin, marital status, age, religion, parental or property status or sexuality. The Council monitors the way in which things are done to make sure that employees, potential employees, residents and visitors are treated fairly and without prejudice.

10. **Changing Circumstances**

This job description is not intended to be inclusive nor exhaustive. The Council reserves the right to vary the duties within the responsibility of the grade of the post and the post-holder's qualifications and experience in the light of changed circumstances. The post-holder will be required to adapt him/herself to changing situations and be prepared to keep abreast of all new developments affecting his/her duties.

11. **Smoking in the Workplace**

The Council has adopted a policy on smoking in the workplace. Work activity undertaken at Council buildings is in a No Smoking area.

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Prepared by:

Dated:

Signed:
Principal Administrator

Dated:

Signed:
Employee

Dated:

SLS – 0801/2020

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