

Newton Abbot Town Council
Facilities Maintenance Team Leader
Job Description & Person Specification



POST TITLE	Facilities Maintenance Team Leader
GRADE	SCP 18 to 23 (£30,559 to £33,366 per annum)
HOURS	37 hours per week; mostly Monday to Friday with some weekend/Bank Holiday and evening work required for events and to meet service demands.
TYPE	Permanent (following a successful 6-month probationary period).
REPORTS TO	Principal Administrator.
SUPERVISES	1 x Full time (37 hours) Facilities Maintenance Officer 2 x Part time (30 hours) Facilities Maintenance Officers

IMPORTANT RELATIONSHIPS	
INTERNAL	Council and Museum staff and Councillors.
EXTERNAL	General public, Business owners, District and County Council staff, contractors and suppliers.
AREA OF RESPONSIBILITY	Management of the council's facilities team and oversee the management and maintenance of the council's property portfolio.
PERSON SPECIFICATION	The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. You should demonstrate on your application form how you meet the essential criteria.

BENEFITS	
Annual Leave	25 days holiday, in addition to bank and public holidays (rising to 28 days after 5 years' continuous service).
Pension	Local Government Pension Scheme.
Continuous service	Previous continuous service within Local Government will be recognised.
Training	Relevant training for the successful candidate.

BACKGROUND

Newton Abbot Town Council is responsible for a wide range of property and assets including Newton's Place - Community space and Museum, St Leonard's Clock Tower, the Leat, Town Quay, Victoria Gardens, Golden Lion Square, Newfoundland Way Public Toilets, War Memorial, storage depot, public footpaths, allotments, street furniture and floral displays. In addition, the Council holds several community events throughout the year.

PURPOSE OF THE ROLE

To lead the Facilities Maintenance Team in maintaining the Council's properties and public spaces, ensuring a high standard of service delivery and compliance with health and safety requirements. The position requires 'hands-on' operational experience combined with a flexible approach to meet the ongoing seasonal demands.

The Facilities Maintenance Team Leader will play an important role in delivering a high standard of service to both residents and visitors. The postholder will have management responsibilities.

KEY RESPONSIBILITIES

- Develop and manage effective work schedules and team rotas.
- Conduct and implement comprehensive risk assessments for all maintenance activities.
- Supervise a small team and oversee day-to-day operations, including inspections, repairs, and preventative maintenance.
- Maintain accurate records for inspections, certifications, and statutory safety requirements.
- Liaise with contractors and suppliers to co-ordinate internal and external works.
- Deliver toolbox talks and promote a safety-first culture within the team.
- Ensure compliance with Health & Safety at Work Act 1974 and all relevant regulations.
- Support event setup and management as required.

GENERAL DUTIES

- Perform hands-on maintenance work, including cleaning, vegetation control, and minor repairs.
- Operate Council vehicles and equipment safely.
- Maintain stock levels and manage equipment inspections.
- Assist with Council events and road closures.
- Respond to alarm callouts and building emergencies (on a rota basis).
- Out of hours locking up at Newton's Place (on a rota basis).
- Support the Council's commitment to environmental and climate initiatives.

EQUAL OPPORTUNITIES

The Council is committed to fair treatment for all, regardless of gender, race, disability, age, or other characteristics. Smoking or vaping is not permitted on Council premises or in vehicles

PERSON SPECIFICATION

The role requires 'hands on' operational experience combined with a flexible approach. The person specification outlines the essential and desirable qualities required, however additional relevant training can be provided for the right candidate. An occupational health assessment may be required prior to commencement of employment.

ESSENTIAL CRITERIA
Full clean UK Driving Licence (with categories B, B1, BE, C1, C1E)
Relevant qualifications or experience in Facilities Management or Health & Safety (e.g. IOSH, NEBOSH)
Qualification or training in manual handling, risk assessments, Chapter 8: Moving Works Operative, First Aid, COSHH and plant equipment safety.
EXPERIENCE
Experience carrying out and implementing risk assessments
Supervisory experience within a maintenance or facilities team
Familiarity with statutory building compliance (e.g. fire, gas, legionella)
Proven experience planning and managing maintenance schedules
SKILLS & ABILITIES
Proficient in general maintenance tasks
Strong organisational and time management skills
Ability to lead a small team effectively
Competent in specifying and overseeing repair/maintenance works
Clear written and verbal communication skills
IT proficiency (Word, Excel, Outlook)
KNOWLEDGE
Good working knowledge of Health & Safety legislation
Awareness of PPE use and safe working practices
OTHER
Physically fit for hands-on maintenance tasks
Self-motivated, proactive, and problem-solving mindset
Ability to deal professionally with the public and colleagues
DESIRABLE
Experience in local government or public sector
Knowledge of Newton Abbot area
Training in manual handling, COSHH, First Aid, or Chapter 8 traffic management
Understanding of environmental sustainability in building management