

Job Description

Post title	Facilities Officer	Grade	H
Department	Assets	Post ref	BS6223

Overall job purpose

The post holder is responsible for managing key council facilities, including the Council's main offices, together with services supplied to various facilities including, building cleaning, caretaking, building management systems, facilities contracts and management of staff at Central Offices, Northern Depot, Community Centres and Sheltered Housing Courts. The postholder will also be responsible for the operational management of off street car parking within the Ashfield district as part of the county wide Notts Parking Partnership Agreement. The postholder will take a key role in assisting with the management of buildings and system emergencies as they arise.

Reporting relationships

Reports to:	Strategic Asset Manager
Responsible for:	1 x Facilities Assistant and 1 x Admin Assistant Also responsible for supervising the work of the Facilities Assistant, Caretakers, Building Services Officers (BSO's) and cleaning staff.

Key tasks and responsibilities – post specific

Responsible for the overall management of the Council's car parks, including:-

- a) The operational management of off street car parking within the Ashfield district as part of the county wide Notts Partnership Agreement, including attendance as a member of the partnership's management board.
- b) Preparation of parking order, periodic review of off-street charging regime, and management of enforcement contractor.
- c) The organisation and control of contracts for ticket machine maintenance and cash collection.

Management, operation and security (including door access system) of the Central offices site, Ada Lovelace Offices (and other sites where appropriate) including management of facilities staff.

Management of the operation of the Council's Cleaning Service, including window cleaning and the preparation, tender and evaluation of contract documentation for this service.

Management of the Council's Community Centres including bookings, cleaning, opening/closing, security and income from tariff fees.

Assist in the development of Service Level Business Continuity plans including Critical Functions and Recovery Plans.

Attend Incident Management Meetings (IMT) where appropriate.

To organise the maintenance of the Council's CCTV cameras at Central Offices when required
To organise grounds maintenance of the Council's public car parks and Central Offices including the cutting back of trees and shrubs where necessary.
To manage the Trend Building Energy Management system covering major energy use in buildings, in conjunction with the heating management contractor.
To prepare written reports, surveys, budget statements and other documentation in relation to the various services. i.e. community centre usage, income and ticket sales from the Council's public car parks etc.
To liaise with outside agencies in respect of the various services, such as contractors, consultants, the Police and Fire Service, tenants, insurers etc.
To provide verbal and written technical advice in respect of the various services.
To ensure that all contractors carrying out services conform to all current Health and Safety and other legislation.
To be responsible for supervising the work of the Facilities Assistant, Caretakers, BSO's and cleaning staff. (Approximately 30 members of staff).
To be responsible for the fire evacuation procedure at the Council's main offices in Kirkby, ensuring that a list of sufficient numbers of responsible persons is in place, whilst maintaining a rota to ensure there is suitable cover in case of a fire/emergency evacuation.
To take part in an out of hours 'on call' rota system, providing telephone support for facilities management staff and members of the public in relation to public car parks and Central Offices.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: