

## HIGHAM FERRERS TOWN COUNCIL

### Job Description

**Post Title:** PARKS, OPEN SPACES AND FACILITIES SUPERVISOR

**Responsible to:** Town Clerk

**Hours of Work:** Part time. 15 hours per week worked on a rota basis including some weekends. The successful candidate may also be asked to work more hours to cover holidays and sickness.

#### **Main Purpose of Post**

To work with the Town Clerk who is responsible for the day to day management and health and safety of the land and buildings within the Town Councils property portfolio, liaising with office staff and contractors.

To oversee and assist the Park Warden to ensure all parks and open spaces in Higham Ferrers are maintained to a high standard.

#### **Specific Responsibilities**

To assist the Town Clerk with, and at times take responsibility for, the following tasks:

1. Ensure all land and buildings are maintained in good order with due regard to appropriate regulations.
2. To assist in the maintenance of Town Council property.
3. In conjunction with the Town Clerk and Office Staff, undertake weekly, monthly annual risk assessments and checks as required for buildings, parks and open spaces, equipment, grounds maintenance, fire alarms etc.
4. As directed by the Town Clerk assist with supervising repairs and manage contractors.
5. As directed by the Town Clerk assist with drafting specifications, tenders and quotations for a variety of projects. Identify suitable contractors and service providers. Manage all projects in conjunction with the Town Clerk. If required, make recommendations to Council for approval.
6. As directed by the Town Clerk obtain quotes for any works as needed in accordance with the Councils Financial Regulations.
7. To advise on energy efficiency and cost-effectiveness.
8. Ensure appropriate stock levels for supplies and equipment are maintained and equipment is fit for use.
9. To attend council meetings, council committees, working parties or other evening meetings when required
10. To assist with the organisation of Community and Civic Events including Christmas Sparkle and Remembrance
11. To oversee the Park Warden and to assist with their tasks/provide holiday cover as required.
12. To respond to emergency situations as and when required and take necessary action to rectify any damage to Council property.
13. To undertake training as required.
14. To carry out other allied duties which may be required from time to time by the exigencies of the service.

#### **Working Relationship**

Close working relationships will be maintained with other members of staff, members of the Council, members of working parties. Contact will be with contractors, members of the public, partner organisations, statutory and non-statutory bodies.

**Changing Circumstances**

This job description is not intended to be inclusive or exhaustive and reflects the major tasks to be carried out. In the interests of effective working the task may be reviewed from time to time to reflect changing needs and circumstances. This will be undertaken in consultation with the postholder.

The postholder will be required to adapt himself/herself to changing situations and be prepared to keep abreast of all new developments affecting his/her duties.

## Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Key Skills and Abilities</b>	<p>Ability to effectively organise personal workloads.</p> <p>Ability to undertake a diverse workload.</p> <p>Demonstrate good communication skills both written and verbal.</p> <p>Ability to demonstrate good IT skills and be proficient in the use of Microsoft Office applications.</p>	
<b>Education and Qualifications</b>	<p>Good general education.</p> <p>GCSE grade A – C in English and Maths.</p> <p>Ability to demonstrate good IT skills and be proficient in the use of Microsoft Office applications.</p>	NVQ level 3 in a relevant subject.
<b>Knowledge</b>		<p>Knowledge of Health and Safety.</p> <p>Practical knowledge of asset maintenance and inspection of assets.</p>
<b>Experience</b>	<p>Working with the public and a good level of customer care.</p>	<p>Experience of working in this type of role.</p> <p>Previous local government experience.</p>
<b>Personal Attributes</b>	<p>Good interpersonal skills.</p> <p>Ability to work in a team with staff and Councillors.</p> <p>Ability to use one's initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Self-motivated and a positive attitude.</p> <p>Can work alone.</p> <p>Lives local to Higham Ferrers.</p> <p>Full driving licence.</p>	<p>Experience of towing a trailer.</p>