

JOB DESCRIPTION

Job Title:	Facilities Supervisor
Reports To:	Town Clerk
Location:	Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT
Role:	Responsible for the day-to-day maintenance of cemeteries, allotments, community buildings, community centres, other community venues and aspects of the Public Realm.
Hours of Work:	37 hours per week with some ability to work flexibly, including occasional evenings and weekends.
Salary:	£25,951-£27,668 pa (SCP29-31) plus essential car users allowance £1,239pa
Responsible for:	Caretaker

21. Principal Responsibilities

To be responsible for the day to day maintenance of cemeteries, allotments, community buildings, community centres, other community venues and aspects of the Public Realm.

22. Principal Accountabilities

22.1. Facilities

- Ensure the effective, safe and efficient running of all Godalming Town Council (GTC) and Joint Burial Committee (JBC) buildings, Community Centres, allotments and other facilities.
- Responsible for management of the GTC community buildings and facilities. To include the daily operation and management of bookings processes/procedures and appropriate safety checks at: -
 - ◆ Broadwater Park Community Centre;
 - ◆ Wilfrid Noyce Community Centre; and
 - ◆ Pepperpot.
- To assist the Community Services & Communications Officer with the promotion and marketing of the GTC community buildings and facilities.
- To liaise with the Responsible Finance Officer (RFO) to ensure timely invoicing for use of GTC Facilities.

- Responsible for the maintenance and upkeep of all GTC/JBC owned facilities to ensure that they meet the necessary legal requirements and health & safety standards to include:-
 - ◆ establishing a pre-planned maintenance regime that readily identifies potential problems and a mechanism by which these issues are reported and actioned;
 - ◆ ensuring that the appropriate safety checks are carried out at the GTC community buildings and facilities daily/weekly/monthly/quarterly/annually as required. Recording such inspections in the relevant safety management file at each location and that any defects or deficiencies are immediately rectified or reported (as appropriate);
 - ◆ advising on required works;
 - ◆ drafting the necessary specifications and obtaining competitive quotes (in accordance with GTC Financial Regulations and Standing Orders);
 - ◆ assessing estimates from contractors and other third parties and advising the Council appropriately; and
 - ◆ managing and supervising agreed works.
- Manage the cleaning, waste disposal and security arrangements of all facilities.
- Undertake inspections as appropriate to ensure that the facilities and buildings are in a clean and satisfactory state. To administer the maintenance and inspection schedules for facilities and buildings and liaise with staff/contractors/ to ensure they are achieved.
- Manage the relevant budgets and, where required, raise invoices for goods and services supplied by JBC or liaise with RFO to raise GTC invoices;
- Where appropriate approve invoices for goods and services received by GTC ensuring that all financial & invoice processes/procedures adhere to GTC Financial Regulations and any statutory requirements;
- Manage the Community Centre facilities to ensure:-
 - ◆ bookings are effectively and efficiently fulfilled and all financial and other transactions are properly recorded; and
 - ◆ appropriate access arrangements are in place and that safety checks are carried out to an agreed schedule.

22.2. Cemeteries:

- Work with the Support Services Executive to ensure the keeping of accurate records of burials and memorials, issue relevant documents. To work with funeral directors and other stakeholders to ensure that burials are undertaken correctly and within the law, including the preparation of documents for legal transfer of the Exclusive Right of Burial. To arrange the undertaking of memorial testing and ensure records are kept and appropriate action taken.
- Act as Contract Manager for the cemetery grounds maintenance contract(s). To include:
 - ◆ drafting the necessary specifications and obtaining competitive quotes (in accordance with GTC/JBC Financial Regulations and Standing Orders);

- ◆ assessing estimates from contractors and other third parties and advising the JBC appropriately; and
- ◆ managing and supervising agreed works.
- Responsible for the management and administration of the JBC's landlord responsibilities to include liaison with letting agents as appropriate.
- Undertake the sexton function with regard to interments at the JBC cemeteries, marking graves to be dug and attending at the interment. This function can be managed by casual sextons undertaking the same functions as advised and instructed by the post holder.

22.3. Supervision of Others

- Supervising the work of other employees as their line manager in keeping with the policies of the council.
- To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

22.4. Other responsibilities

- Assist the RFO in the preparation and management of budgets and forecasts for the Facilities and cemeteries functions. Ensure future repair costs and forecasts meet budget criteria and are scheduled in accordance within agreed timescales.
- Instruct contractors to undertake agreed activities on behalf of GTC/JBC and to monitor their performance to ensure they are achieving the desired result.
- Act as Contract Manager of the contract to provide Christmas Lights for Godalming Town Centre and Farncombe Village, liaising with the Chamber of Commerce and other stakeholders to ensure that the lights are erected before any planned switch-on event and dismantling after Christmas.
- Attend civic functions as required. To attend and assist the Town Clerk and Parade Marshal (as required) with the Remembrance Parade and Service event.
- Provide support to GTC partnership events including the Godalming Run, Godalming Spring & Christmas Festival and Staycation.
- To support other staff members in the production of risk assessments in support of GTC activities.
- Any other such duties as could reasonably be expected as directed by the GTC/JBC.

23. General health & safety

While at work, all staff are required to:-

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- Observe GTC/JBC policies and procedures for health and safety.

In addition to the above as a line manager there is the responsibility to:-

- Ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by GTC/JBC activities; and
- Be familiar and comply with GTC/JBC policies and procedures for health and safety.

24. Knowledge, skill and experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the affairs of GTC/JBC.
- To attend training courses, development sessions, local and national conferences on the work and role of the Facilities Supervisor as required by GTC/JBC.

25. Additional information

- Work is largely self-generated, using own initiative or delegated by the Town Clerk.
- Post holder duties may include travel within the Town/Borough/County. Travel allowance will be paid in accordance with the HMRC approved rates.
- There is a requirement to attend some evening meetings of GTC/JBC and also some ancillary committee meetings that take place in the evenings.
- Some evening and weekend working will be required to attend events and activities including Spring Festival, Christmas Festival & Lights Switch on events, Godalming Run, Staycation Events and Remembrance Sunday and meeting with partners and other stakeholders.

NB. This job description is a statement of the job content agreed at the time of advertising. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Job Title Facilities Supervisor

Reporting to Town Clerk/Clerk to the Joint Burial Committee

Work Experience & Knowledge

Whether experience and knowledge is essential or desirable is indicated after each one.

- ◆ Experience of facilities management (essential)
- ◆ Experience of managing staff (desirable)
- ◆ Experience of managing contractors (desirable)
- ◆ Knowledge and understanding of the law and of good practice as it relates to cemetery management (desirable)
- ◆ Experience of project planning, project management and project implementation (desirable)
- ◆ Knowledge and understanding of the use and application of relevant IT software (Word/Excel) (essential)
- ◆ Awareness of Health & Safety legislation and its application in the workplace (essential)

Skills and Abilities

Whether experience and knowledge is essential or desirable is indicated after each one.

Managing People

- Ability to manage staff (desirable)
- Ability to relate to people at all levels (essential)
- Ability to achieve agreement and to minimise conflict (essential)

Contract Management

- Ability to draw up contract specifications for all aspects of building and grounds maintenance work (essential)
- Ability to discuss the technical aspects of contract works with the contractor (essential)
- Ability to negotiate successfully (essential)

Communication

Good communication skills (essential)

Ability to organise and present accurate information (essential)

Ability to write succinct reports (desirable)

Managing Information

Ability to seek and use information from multiple sources (desirable)

Ability to evaluate the reliability of data (desirable)

Project Management

Ability to plan, delegate and co-ordinate project roles and tasks (desirable)

Ability to prioritise agreed objectives and actions (desirable)

Organisation

Ability to keep timely and accurate records (essential)

Personal Attributes

Ability to deal sympathetically with bereaved people (essential)

Ability to identify and respond to unexpected events and opportunities (essential)

Ability to work within a small team (essential)

Ability to take responsibility for own professional development (desirable)

Ability to move objects (such as tables, chairs and signage) around (essential)

It is essential that the postholder has ready mobility around the Godalming area.

Please state on the application form how you meet each of the criteria in the job specification and person specification.