

**Facilities Officer**  
**Newbury Town Council**

Newbury Town Council provides a range of services to the people of Newbury, including parks, playgrounds, outdoor gyms, other recreation areas and open spaces.

The Town Council also manages several Buildings, Town Hall, Clock House, and other assets with the Town.

We are passionate about the upkeep and standards of our buildings, monuments, parks & other assets, providing quality experiences for our communities.

**What will the role of Facilities Officer entail?**

As Facilities Officer you will be an ambassador for the Council and take great pride in ensuring the parks, buildings and open spaces throughout Newbury are kept in excellent condition and are always well presented. This person will be the Council's eyes and ears on the ground.

Whilst your focus will be on the appearance and tidiness of our lands, maintenance of our equipment, playgrounds, buildings, benches, bins and other assets, customer interaction will naturally play a key part in your day-to-day duties. You will be the link between the Council and our customers, showing courtesy and attention to all users where required.

These might include:

1. To provide a polite and effective service to all users of the Town Hall, the go to for the Council Tenants
2. To carry out reactive / proactive works within the Town Hall / War Memorial / Clock House/ changing rooms / NTC Let buildings as required
4. To take ownership of the Town Hall Service Plan as set out by the Line manager (Weekly tasks to be carried out)
5. To take ownership of the management & carrying out of basic maintenance of:  
Town Hall: War Memorial: Clock House: Cemetery Chapels; Changing Rooms, Statues & Memorials, Benches, Bins, Sign and seek support from Contractors where this is required.
6. Manage Contractors carrying out works on Council assets and check for quality & performance.
7. Become competent & carry out Annual PAT portable Appliance Testing of all equipment on Council premises & Staff allocated IT equipment.
8. To be first line emergency call out for the Town Hall and other assets (Call out process)

9. To provide support to the Community Services Team in Victoria Park, City Rec, Wash Common and other NTC open spaces, including graffiti removal, minor bench repairs and litter / dog bin, exterior cleaning, litter picking where required.

10. To become competent in the RoSPA Inspections of Playgrounds and assist the Parks & Green Spaces Officer in carrying out basic repairs & maintenance to equipment in Play areas.

11. To support the Parks & Green Spaces Officer in inspecting and managing the Parks and Open space areas as directed.

12. Undertake basic security repairs and maintenance repairs at Newbury Town Council's 6 Allotment sites.

13. Provide support for Parks and Green Spaces officer at volunteer horticultural events, if required.

14. To undertake such other duties as may be required by the Community Services Manager / Parks and Green spaces officer and which are reasonably consistent with the duties, grading and character of the post

### **What will I need to be considered for this Facilities Officer vacancy?**

- Great customer service skills with the ability to positively interact with members of the public.
- Ability to work well on your own initiative.
- Horticultural and DIY Maintenance skills to a reasonable level of competence
- Ability to use hand tools and basic power tools, ladders & approved chemicals / solvents.
- Understanding of property management needs
- Organisational and time management skills
- Good team player with interpersonal skills and a positive and enthusiastic outlook
- The role also requires a full DBS disclosure.
- Approved Health & Safety training / qualifications
- Willingness to take additional training & qualifications.
- Full UK driving licence with access to vehicle.

### **What will I receive in return?**

You will receive an annual starting salary of £23,000 in addition to 20 days holiday. You will also be eligible for membership of the Local Government pension Scheme.

**Contract Type:** Full, permanent

**Hours of Work:** 37 hours per week, Mon to Friday with occasional weekend working as directed.