



whitchurch town council

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FACILITIES OFFICER (PUBLIC REALM) ROLE DESCRIPTION AND PERSON SPECIFICATION

POST	Facilities Officer (Parks & Public Realm)
RESPONSIBLE TO	Facilities Manager
DATE	September 2024 Revision

HOURS OF WORK	24 Hours per week, including weekends (on rota). Shift work will be required, particularly during Summer months, by arrangement with the postholder.
PAY SCALE	SCP7 – currently £12.63 per hour (national pay award pending)
MAIN PURPOSE	To ensure Parks and Public Spaces under the control of Whitchurch Town Council are maintained to a high standard

SPECIFIC RESPONSIBILITIES

1. To check all areas owned or controlled by Whitchurch Town Council daily and submit inspection reports on all parks, open spaces, buildings and equipment (including play equipment) to the Facilities Manager
2. To have input and involvement in planning, planting and maintaining flower beds and other displays within our Parks and Open Spaces in collaboration with colleagues
3. To work alongside Volunteer Groups in the care and maintenance of specific areas, as directed by the Facilities Manager
4. To undertake minor maintenance, including painting of play equipment, fencing or other assets owned by Whitchurch Town Council, as required
5. To carry out litter picking on a regular basis, including emptying bins in WTC controlled areas
6. To maintain the Mill Street footpath (or any other area specifically highlighted by the Facilities Manager) including litter control
7. To undertake watering of troughs, beds and hanging baskets as required
8. To carry out mowing and/or maintenance to smaller open spaces controlled or maintained by Whitchurch Town Council – namely Jubilee Lower Park, Blackmore Grove, Edgeley Gardens, The Firs, Diana Memorial Garden, Wheatsheaf Drive, Chester Road Island, the War Memorial and Cemetery
9. To report instances of dog fouling or trespass onto areas controlled by any specific orders (e.g., “no dogs allowed”, Public Space Protection Orders) to the Facilities Manager
10. To lock/unlock Public Realm facilities, specifically public toilets in the Lower Park and White Lion Meadow, as well as the gates to the Harry Richards Garden and Lower Park as and when directed by the Facilities Manager
11. To ensure the security of the storage facilities within Jubilee Park
12. To liaise with the Police and other emergency services regarding problem areas or issues within our Parks and Open Spaces, promptly reporting any issues arising to the Facilities Manager
13. To respond to emergency, or other, situations as and when required and take necessary action to rectify and damage to Whitchurch Town Council property
14. To clean, inspect and maintain public toilets daily, immediately reporting any issues to the Facilities Manager
15. To assist with events held within the Public Realm, or elsewhere, as and when required
16. To assist the Facilities Manager to cover staffing within other areas of the Facilities department during holiday or other periods as required
17. To undertake First Aid and/or other training essential to the role (use of specialist equipment, tools, pesticides etc)
18. To have a basic Health & Safety awareness and adhere to Council requirements when on duty, e.g., wearing Personal Protective Equipment and adherence to safe working practices
19. To undertake other tasks allocated by the Council (as directed by the Proper Officer or Facilities Manager), which are within the competence and capability of the post-holder

PERSON SPECIFICATION

These criteria will be assessed in both Application Forms submitted and any subsequent interview

AREA	ESSENTIAL	DESIRABLE
Key Skills and Abilities	<p>Ability to effectively manage personal workloads</p> <p>Ability to undertake a diverse workload and manage priorities</p> <p>Ability to keep accurate records</p>	<p>Knowledge of gardening, maintenance, planning and care</p> <p>General maintenance of buildings and/or equipment</p> <p>Basic operations of IT systems necessary for the tasks required</p>
Education and Qualifications	<p>A good standard of general education</p>	<p>Health & Safety – including practical application</p> <p>Asset Maintenance and Inspection</p>
Experience	<p>Working with the public and/or Voluntary Groups</p> <p>A commitment to customer care and service delivery with the public and colleagues</p>	<p>Previous experience of working in similar environments – including outdoors, such as amenity/facilities management, horticulture, groundsmanship or conservation</p>
Personal Attributes / Other	<p>Good interpersonal skills</p> <p>Honesty and reliability</p> <p>A commitment to teamwork at all levels with a positive ‘can do’ attitude</p> <p>Ability to constructively challenge and/or contribute to tasks</p> <p>A flexible approach to working hours, duties and deadlines</p> <p>A Self-motivated, positive attitude</p> <p>Ability to work alone on own initiative, reporting performance outputs</p> <p>An innovative approach with a dedication to raising standards</p>	<p>A Full Clean Driving Licence</p>