



JOB DESCRIPTION

Job Detail:	Facilities Officer
Accountable to:	Town Clerk and Finance Officer and The Council
Hours of work:	20 hours per week (flexible including weekends and evenings as required).
Salary Scale:	SCP 7-12 (£25,584 to £27,711) pro rata, depending on experience

Job Purpose

To ensure that Mold Town Council premises, facilities and assets are maintained to a high standard of cleanliness, safety and presentation contributing to the Council's goal of improving and maintaining environmental and community well-being across the town.

The role will undertake day-to-day cleaning, light maintenance work, inspections and support for Mold Town Council activities, ensuring facilities are safe, secure and fit for public use.

Key Responsibilities:

1. Town Council Operations

- Undertake regular cleaning, ensuring facilities are ready for use.
- Conduct inspections, carry out minor repairs and record all checks, cleaning and maintenance activities.
- Report any damage, health and safety concerns or incidents promptly to the Town Clerk.

2. Bailey Hill centre Operations

- Regularly carry out unlocking and locking of the Centre for hirers and events.
- Undertake daily and periodic cleaning, ensuring facilities are ready for use.
- Conduct inspections, carry out minor repairs and record all checks, cleaning and maintenance activities.
- Report any damage, health and safety concerns or incidents promptly to the Town Clerk.

3. Routine Maintenance and Compliance

- Complete scheduled compliance checks such as:
 - Hot and cold water temperature checks
 - Flushing of little-used outlets



- Emergency fire alarms and lighting checks
- Meter readings for water and electricity

4. Servicing and Repairs

- Coordinate servicing, maintenance and repair of fixtures, fittings and equipment in line with approved budgets and forward maintenance plans.
- Liaise with approved contractors where required.

5. Room Setup and Event Support

- Assist with preparation of rooms and spaces for meetings and bookings, including the setting up of tables, chairs and refreshments.
- Provide support in the setup and takedown of equipment for Mold Town Council events, including outdoor events.
- Manual lifting will be required.

6. Key Holding and Security

- Act as a keyholder for Council premises, participating in call-out for alarm activations or emergencies.
- Maintain accurate records of any call-out incidents.

7. External Asset Maintenance

- Assist in developing and implementing a maintenance programme for Town Council external assets, including but not limited to:
 - Tourist Information Panels (cleaning and updating)
 - Public benches (owned by the Town Council)
 - Defibrillator units
 - Salt bins
 - Noticeboards
 - Gateway signs

8. General Support Duties

- Carry out other ad-hoc maintenance, cleaning or operational support duties as required by the Town Clerk.

Health, Safety and Compliance

- Adhere to all Health and safety procedures and undertake relevant training.
- Use equipment and materials safely, reporting defects immediately.
- Maintain appropriate COSHH and risk assessment records.



PERSON SPECIFICATION

Experience/ Competencies	Essential of Desirable?	Method of Assessment
Qualifications and Education <ul style="list-style-type: none"> • Good general education (Inclusive of literacy and numeracy skills). • Willingness to undertake training relevant to the role (e.g. Manual Handling, Legionella Awareness) • Relevant vocational qualifications (e.g. Building Maintenance, Facilities Management or Health and Safety) 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form/ Provision of Certificates</p> <p>Application Form</p> <p>Application Form/ Provision of Certificates</p>
Experience <ul style="list-style-type: none"> • Experience in building cleaning, caretaking or maintenance roles. • Experience of basic maintenance, repair or DIY tasks. • Experience working within a public sector or community setting. • Experience carrying out compliance checks (e.g. Fire alarms, emergency lighting) 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Knowledge & Skills <ul style="list-style-type: none"> • Good practical skills and ability to use tools and cleaning equipment safely. • Ability to plan and priorities tasks and work independently. • Good communication and interpersonal skills. • Ability to work flexibly, including evening and weekends when required. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview Interview</p>



<ul style="list-style-type: none"> • Knowledge of COSHH, Health and Safety and risk assessment processes. 	Desirable	Application Form/ Interview
<ul style="list-style-type: none"> • Basic IT skills to maintain inspection and maintenance records. 	Desirable	Application Form
<ul style="list-style-type: none"> • Welsh language skills (verbal and/ or written) 	Desirable	Application Form
<ul style="list-style-type: none"> • Understanding of the roles of Town and Community Councils. 	Desirable	Application Form/ Interview
Other Personal Skills		
<ul style="list-style-type: none"> • Reliable, punctual and trustworthy. 	Essential	Interview
<ul style="list-style-type: none"> • Practical and hands-on approach with attention to detail. 	Essential	Interview
<ul style="list-style-type: none"> • Committed to maintaining high standards of cleanliness and safety. 	Essential	Interview
<ul style="list-style-type: none"> • Positive attitude to teamwork and community service. 	Essential	Interview
<ul style="list-style-type: none"> • Ability to drive with personal car. 	Desirable	Application Form

Additional Information

- The post will involve manual work both indoors and outdoors in all weather conditions.
- The postholder will be required to work outside normal hours, including evenings, weekends and public holidays with reasonable notice.
- Personal protective equipment will be provided.