



## **JOB DESCRIPTION**

<b>Job Detail:</b>	Facilities Officer
<b>Accountable to:</b>	Town Clerk and Finance Officer and The Council
<b>Hours of work:</b>	20 hours per week (flexible including weekends and evenings as required).
<b>Salary Scale:</b>	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 or Desirable?	Method of Assessment
<b>Qualifications and Education</b> <ul style="list-style-type: none"> <li>Good general education (Inclusive of literacy and numeracy skills).</li> <li>Willingness to undertake training relevant to the role (e.g. Manual Handling, Legionella Awareness)</li> <li>Relevant vocational qualifications (e.g. Building Maintenance, Facilities Management or Health and Safety)</li> </ul>	Essential Essential Desirable	Application Form/ Provision of Certificates Application Form Application Form/ Provision of Certificates
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience in building cleaning, caretaking or maintenance roles.</li> <li>Experience of basic maintenance, repair or DIY tasks.</li> <li>Experience working within a public sector or community setting.</li> <li>Experience carrying out compliance checks (e.g. Fire alarms, emergency lighting)</li> </ul>	Essential Essential Desirable Desirable	Application Form/ Interview Application Form/ Interview Application Form/ Interview Application Form/ Interview
<b>Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>Good practical skills and ability to use tools and cleaning equipment safely.</li> <li>Ability to plan and priorities tasks and work independently.</li> <li>Good communication and interpersonal skills.</li> <li>Ability to work flexibly, including evening and weekends when required.</li> </ul>	Essential Essential Essential Essential	Application Form/ Interview Application Form/ Interview Application Form/ Interview Application Form/ Interview



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