



GORING-ON-THAMES PARISH COUNCIL

Job Title: Facilities Assistant

Job Purpose: To ensure the Council's estate, facilities and equipment are monitored, inspected, operated and maintained to the required safe and performance standards of the Council

Responsible to: Parish Clerk

Principal Duties and Responsibilities:

1. To monitor the internal and external condition of all the Council's Buildings, report any damage and take action in conjunction with the Clerk to ensure that the day to day maintenance, appearance and safety are to the agreed standard.
2. To monitor the condition of the Council's assets such as benches, fences, notice boards and other equipment belonging to and used by the Council (and residents).
 - a. To maintain the Council's Asset Register.
3. To supervise the Cleaning Personnel & Village Litter Picker ensuring that they are clear about expected standards of performance.
4. To make recommendations for and to monitor compliance with the Council's programme of repair and maintenance of its facilities and to assist in obtaining goods and services in furtherance of that objective.
5. To open, close and where applicable attend the Old Jubilee Fire Station, Gardiner Recreation Ground & Pavilion; Sheepcot Recreation Ground & Pavilion; Bourdillon Field & White Hill Burial Ground in accordance with pre-arranged inspections and contractor appointments/work as and when required.
6. To carry out and record routine testing of applicable building alarm systems (fire and security) and emergency lighting systems.
7. To carry out and record Planned Preventative Maintenance (PPM) testing of Old Jubilee Fire Station, Gardiner Pavilion; Sheepcot Pavilion to include but not limited to weekly flushing when the buildings are not used, monthly temperature checks and quarterly shower descaling.
8. As required, to set/adjust heating and lighting timer controls/systems to reflect seasonal and individual usage requirements.
9. To carry out weekly visual inspections and monthly recorded safety inspections and to co-ordinate the annual independent inspections of the Council's play equipment areas.
10. To take and record on a monthly basis, meter readings for electricity, gas and water supplies in Old Jubilee Fire Station, Gardiner Pavilion; Sheepcot Pavilion & White Hill Burial Ground.

11. To monitor and ensure that all agreed capital and maintenance work including independent risk assessments (fire, water hygiene, asbestos, energy, etc.,) is carried out in accordance with the programme agreed with the Clerk.
12. To monitor performance of any Council contractor carrying out works on or to the Council's facilities and take action if necessary to maintain standards.
13. To obtain formal quotations for approved minor work as required by the Council within their Financial Regulations.
14. To meet with Grave Diggers and Memorial Masons as required to ensure burials/interments/erection of memorials meet required health and safety standards and coincide with Burial Ground Plan.
15. To monitor and maintain cleaning materials inventory and either restock as appropriate or pass restocking requests to the Clerk by arrangement.
16. If appropriately skilled, to carry out such other maintenance and responsibilities in respect of the general efficiency and cleanliness of the village; which may from time to time be determined by the Clerk.
17. To deal with/attend out of office hours calls out from hirers of facilities or lock the recreation spaces in exceptional circumstances, responsibility on rota with the Clerk.
18. There will be occasions when the post holder will be required to undertake tasks in relation to this job description outside the normal working hours. These hours will be recompensed by means of either time off in lieu or overtime payment at the contracted hourly rate as determined by Clerk.
19. To undertake any training deemed necessary.
20. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public. The hours of work will be up to 10 hours per week, worked flexibly to accommodate the needs of the service.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Facilities Assistant at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village.