

ESTATE AND FACILITIES OFFICER – JOB DESCRIPTION – APRIL 2024

Post: Estate and Facilities Officer – 18-20 hours per week.

The role of the Estate and Facilities Officer (EFO) is to provide the Parish of Broadbridge Heath with a range of services, including daily, periodic, and other key tasks, as detailed below. These services will contribute towards ensuring that the parish is kept safe and maintained to an expected standard.

Core working hours to be mutually agreed with opportunity for discussion around working patterns. Occasional weekend/evenings work will be required.

Reports to: The Deputy Clerk.

Personal Skills:

- Good communication skills are essential as the varied role requires the ability to communicate via different media.
- IT skills - experience of using Microsoft Office and Outlook products and devices
- Experience of working in a similar role or environment would be preferable.
- Important attributes are:
 - Initiative
 - Ability to follow procedural guidelines and instruction
 - Common sense
 - Appropriate level of physical fitness for operational duties
 - Self-motivation
 - The ability to work on your own and within a team
 - Professional manner
 - Ability to prioritise and a flexible approach to working schedule
 - Resilience

Training:

Training will be provided in line with responsibilities, needs, and equipment used, including:

- Risk Management
- Health and Safety Training
- Basic tree surveying
- Operational Play inspections
- Manual handling/ladder use
- Working outdoors

In addition to the normal range of tools and equipment, the occasional use of powered hand tools and light plant machinery may be required.

There is a duty upon the EFO to always work safely and to ensure that all plant, equipment, and machinery are used in a safe and appropriate manner. Protective clothing and safety equipment will be provided by the Parish Council and must be used. Care must be exercised when working in the vicinity of the public or private properties. The EFO will be a lone worker for most of their working hours and the role requires the ability to work outside in all weathers.

The EFO will be expected to adhere to Parish Council policies and procedures and will ideally hold a current full ordinary driving licence.

KEY TASKS

This list is not exhaustive and may be amended to reflect the Parish Council's responsibilities or expectations.

RISK MANAGEMENT

- Play Area Inspections:
 - Carrying out routine safety inspections in play areas taking remedial action where necessary
 - Reporting faults and managing repair procurement
- Health and Safety management and compliance – buildings and open spaces
- Asset Inspection and reporting

OPEN SPACES MANAGEMENT

- Occasional pruning brambles, hedge-cutting, weeding
- Re-filling dog bags
- Safety related tasks such as snow clearing, salt spreading.
- Basic tree surveying (after training)
- Overseeing pond maintenance
- SIDS management – moving, installation.
- Monitoring litter/waste and litter picking hotspots.
- Meeting contractors on site to discuss works/provide access for works etc.
- Ad hoc tasks such as:
 - lamp post poppies
 - flagpole – flags and cleaning/maintenance
 - Memorial maintenance
 - Christmas lights

MAINTENANCE

- Carry out asset maintenance as required but includes:
 - Parish Office/community space maintenance
 - General maintenance of open space assets/equipment
 - Cleaning equipment/assets

REPORTING ISSUES

Identifying issues and taking remedial actions or reporting to appropriate authority or to Parish Council as necessary, such as:

- Potholes
- overgrown hedges
- fly-tipping
- abandoned vehicles
- safety concerns
- anti-social behaviour
- litter concerns
- community issues/initiatives

COMMUNITY

- Supporting Community Initiatives
- Accompanying volunteers
- Supporting parish council events and activities
- Dealing with residents' issues and enquiries and sign-posting as appropriate

Any other tasks as specified by the Deputy Clerk/Clerk.