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JOB DESCRIPTION - FACILITIES TEAM LEAD

RESPONSIBLE TO: The Clerk to the Council

OVERALL OBJECTIVES:

- Leadership of the Facilities Team.
- To ensure that Council owned facilities are operated and maintained to the required standard.
- To ensure that the village is well maintained, and work is carried out to the required standard.
- To ensure play equipment complies with all Health & Safety requirements.
- Maintaining the security of the pavilion at Manor Park.
- To ensure that objectives and works determined by the Clerk to the Council are achieved in a timely manner.
- Flexible working practices.
- To commit to the Parish Council and its involvement in community events.

RESPONSIBILITIES:

- Lead the team of Facilities Assistants to ensure all tasks are completed timely and safely.
- In liaison with the Clerk agree daily and weekly priorities and assign and deploy the Facility team to meet priorities whilst ensuring compliance with routine tasks.
- Monitor that all staff comply with relevant Health & Safety legislation and records/paperwork is updated as required. Intervene and escalate as appropriate.
- Lead (and review) on Risk Assessments for the various tasks the team performs.
- Keep all appropriate records.
- Monitor that all staff wear appropriate Personal Protective Equipment (PPE) as required, and intervene and escalate as appropriate
- Ensure that the workshop and storage areas are kept in an orderly manner and all substances stored appropriately.
- Liaising with suppliers and contractors.
- Monitoring of CCTV.
- To keep Parish Council owned buildings and equipment maintained and in good condition.
- Maintenance of AGP, Multi Use Games Areas and outdoor gym equipment
- Regular checks of play equipment.
- Regular water quality checks on the showers.
- Maintenance of various tools and machinery.
- Stock management, ordering and control.
- Maintenance of the van and making sure it is kept clean and tidy.
- Ensuring flags are flown on the flagpole in the churchyard on the appropriate day.
- Available to work flexible hours including early mornings, evenings, weekends and Bank Holidays, as required.
- Stewarding and co-ordinating the Facilities Team at Community Events.

SPECIFIC DUTIES/ACTIVITIES:

- Ensure communication with Parish Office staff is maintained via the mobile phone WhatsApp group and in-person and that members of the team are conversant with this.
- To delegate tasks to employees on a daily basis and ensure they are conversant with the task and supplied with the appropriate equipment and PPE.
- To ensure all members of staff have read the Council's policies and risk assessments.
- To keep all areas of Manor Park Sports Pavilion clean and tidy and maintained to a high standard.
- To monitor CCTV footage and keep records of incidents and recording these as requested by the Clerk and/or the Police.
- To ensure hirers of the facility have access before their booking time and ensure the security of the premises afterwards.
- To ensure that time clocks on boilers and floodlights are set, dependant upon the time of year and as dictated by users of the facility.
- To ensure that the Artificial Grass Pitch is locked when required, kept free of litter and debris and swept fortnightly.
- To carry out routine testing of emergency lighting and fire alarm system, and formally record for statutory purposes.
- To ensure that routine recorded testing of showers for Legionnaires is carried out weekly.
- To ensure that routine recorded testing of defibrillators is carried out fortnightly.
- To monitor the internal and external condition of the Council's buildings, report any damage and take action in conjunction with the Clerk to ensure that day to day maintenance, appearance and safety is to the agreed standard.
- To monitor all land owned and controlled by the Parish Council, report any damage and take action in conjunction with the Clerk to ensure that maintenance, appearance and safety is to the agreed standard.
- To make recommendations for and to monitor compliance with the Council's programme of repair and maintenance of its facilities.
- To keep all play areas clean and tidy and carry out visual inspections of the Council's play equipment weekly and keep records of these, reporting any immediate work required to the Clerk.
- To monitor performance of any Council contractor carrying out works on or to the Council's facilities. Particular attention will need to be paid to grass cutting, Manor Park and the general village environment.
- To monitor the general appearance of the village, paying particular attention to the Ryland Road playing field, Manor Park and village centre and to take action in conjunction with the Clerk to ensure that maintenance, appearance and safety are to the agreed standard.

- To keep all areas of the village clean, tidy and free from litter. Pick up and dispose of litter safely throughout the village. Litter bins to be emptied regularly. Check dog bins have been emptied.
- To maintain and upkeep Parish Council owned bus and bicycle shelters, litter bins, dog bins, notice boards, etc. as required.
- To make recommendations to the Council in order to enhance the benefits to both users of the Council's facilities and to village residents in general.
- To ensure that routine testing of emergency lighting and smoke detectors is carried out and recorded at the Parish Office.
- To clear footpaths of weeds and fallen leaves; clearing snow and gritting of footpaths around the village as directed by the Clerk.
- To carry out risk assessments (including fire) as statutorily required and instructed by the Clerk, ensuring follow up actions are implemented.
- To attend job related training, as required.
- Available to work flexible hours including early mornings, evenings, weekends and Bank Holidays, as required.
- Stewarding and co-ordinating the Facilities Team at Community Events.
- To assist the Clerk to the Council with such other duties as from time to time may be delegated in connection with and relating to the management of Parish Council property.