

Wilton Town Council
Job Description



Job Title	Facilities Officer	Grade	SCP 7-12 Full-time equivalent £26,403 - £28,598 Pro-rate £12,844 - £13,912
Section		Hrs	18 hours per week
Reporting To	Town Clerk	Working Pattern	To be arranged

Role Summary

The Facilities Officer plays a vital role in ensuring the smooth operation, safety, and maintenance of Wilton Town Council's facilities. This position supports the Council's objectives by maintaining high standards of cleanliness, safety and functionality across all sites.

Main Duties and Responsibilities

The Facilities Officer will be responsible for the following duties, grouped by category:

- **Health & Safety**
 - Identify and address Health and Safety concerns across Council facilities.
 - Ensure compliance with safety regulations and conduct regular inspections.
 - Report hazards and take appropriate action to mitigate risks.
- **Maintenance & Repairs**
 - Carry out minor repairs and maintenance tasks as required.
 - Coordinate with the Town Clerk and contractors for specialised repairs and maintenance.
 - Monitor the condition of buildings and equipment and report concerns to the Town Clerk.
- **Event Support**
 - Assist with the setup and breakdown of events held at Council venues.
 - Ensure facilities are clean and presentable to include before and after events.
 - Provide logistical support during community events.
- **Site Management**
 - Oversee the day-to-day operations of Council buildings including the cleaning of the Public WC's and liaison with the ground's contractor.

- Manage access to facilities and ensure security protocols are followed.
- Maintain inventory of supplies and equipment and liaise with office staff to place orders.
- **Community Engagement**
 - Serve as a point of contact for facility-related enquiries from the public.
 - Support community initiatives and promote responsible use of facilities.
 - Act as the Community Ambassador for Wilton – be the face of the council in the community

The Facilities Officer is expected to exercise discretion and initiative in managing tasks. Performance will be evaluated based on responsiveness, quality of maintenance, housekeeping standards of cleanliness and adherence to safety standards.

Supervision

The Facilities Officer will report to the Town Clerk and may supervise temporary staff or contractors as needed.

Person Specification

- Essential Attributes
 - Experience in facilities management or a related field.
 - Knowledge of Health and Safety regulations.
 - Ability to perform minor repairs and maintenance.
 - Strong communication and interpersonal skills.
 - Ability to work independently and as part of a team.
- Desirable Attributes
 - Experience of working in a public sector or community environment.
 - Familiarity and willingness to support with event logistics.
- General Skills
 - Problem-solving and adaptability.
 - Attention to detail and organisational skills.
 - Basic IT proficiency for reporting and communication.

Equal Opportunities

Wilton Town Council is committed to promoting equality and diversity. We welcome applications from all individuals regardless of background and strive to create an inclusive working environment.

Review

This job description is subject to ongoing review and may be updated to reflect changes in responsibilities or Council priorities.

Personal Specifications

	Essential Attributes	Desirable Attributes
EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING	Good general education, including numeracy and literacy. Full, valid UK driving licence. Willingness to undertake relevant training.	Relevant qualifications in grounds maintenance, facilities management and/or horticulture.
COMMUNICATION SKILLS	Good verbal communication skills, including an ability to relate to, and communicate with, office staff, councillors, contractors and members of the public.	
EXPERIENCE	Practical experience of maintaining general facilities, both indoor and outdoor.	Working knowledge of Health & Safety requirements and safe working practices; including the need to follow and comply with risk assessments for day to day tasks.
ABILITIES	Physical fitness and ability to access sites in all weathers. Ability to work independently, or with the minimum of supervision, to given work schedule. Ability to work as part of a team. Ability to deal with tasks in an organised and efficient way. Logical and practical thinking – with creative problem-solving.	
GENERAL SKILLS AND PERSONAL QUALITIES	Honesty and a conscientious attitude toward work. Attention to detail and accuracy. A desire to improve the town and see things done properly. A 'can do' attitude and a willingness to get your hands dirty. Courteous, friendly and helpful attitude. Excellent people skills – creating strong relationships with a wide variety of groups and individuals. Flexibility regarding working hours, to accommodate council events if required.	