



PADSTOW TOWN COUNCIL

OUTSIDE SERVICES SUPERVISOR

Job Description

Job Title: Outside Services Supervisor

Salary/Scale: £25,951-£28,485 (SCP 29-32)

Hours: 37 hours per week – Monday to Friday (8 am to 4.15 pm (Mon-Thurs)/8 am – 3.45 pm (Fridays)

NB: On call will be required during peaks times (including some evenings and weekends)

Responsible to: Town Clerk

Main purpose of job:

To be responsible for the maintenance and repair of Council premises (land and buildings), delivered through the determination of workload priorities and management of a small team.

Main Duties & Responsibilities:

To act as direct manager for all outside staff – listed above - on a daily basis and dealing with any discipline, training requirements and appraisals.

To determine workload priorities, allocate specific duties and prepare work schedules and draw up staff rotas to cover evening and weekends for car parks, band duties and toilet cleaning, including arranging and providing on-call assistance at weekends, bank holidays and Christmas holidays on a rota basis with outside staff

To manage annual leave arrangements, sickness and completion of timesheets and ensure cover of duties is maintained in the absence of a team member, providing hands on assistance, if required

To hold regular outside staff team meetings and one-to-one meetings with the Town Clerk, or in her absence the RFO

To attend regular health and safety meetings with relevant members of staff and the Town Clerk and outside health and safety advisor (if required);

To be responsible for ensuring that relevant up-to-date risk assessments for all duties/equipment are in place and all safety checks are undertaken by the team on a daily and weekly basis and completed by the team

To provide information, either written or orally to the relevant Committee/Council on any outside project/matter and attending Council meetings, as appropriate.

To liaise with outside agencies on outside spaces managed by the Council in conjunction with the Town Clerk including any Service Level Agreements in place

To liaise with suppliers and contractors, obtain quotations for work and secure the supply of goods and services on time in liaison with the RFO/or Town Clerk.

To assist the Town Clerk in identifying any outside project work that can either be taken forward by Council staff or contractors and to be responsible ensuring that these works are completed as per the specification

To ensure that general repairs and maintenance work are undertaken on Council buildings/assets/equipment and being proactive in identifying works to be undertaken

To ensure that horticultural duties e.g. hard and soft landscaping, grass cutting, tree, shrub and flower maintenance are undertaken on a regular basis.

To ensure that duties associated with the allotments, paths and fences and upkeep and repair of outside furniture belong to the Council

To ensure that work is undertaken in the preparation of cremation plots, attending after burials and back-filling the same and liaising with the sexton in other burial matters.

Being proactive in ensuring that the parish and Padstow Town Council land is kept clean and tidy, in particular the Cemetery and Churchyard

To inspect and ensure the good maintenance and safety of all of the Council's property and equipment (e.g. machinery and vehicles).

To maintain confidentiality and discretion around Council business where appropriate

To adhere at all times to the policies and instructions of the Council.

To undertake any other duties required by the Council for the role.