

JOB DESCRIPTION

Job Title: **Contracts/Assets Supervisor**

Hours: 37 per week

Responsible to: Town Clerk

Main purposes of post:

Administration and monitoring of the Grounds Maintenance Contract.

Maintenance of all assets owned, controlled or managed by the Town Council including all Parks, Open Spaces and Rushden Hall.

Overseeing works carried out and monitoring contractors accordingly.

Specific Responsibilities

Asset Management

- To carry out periodic inspections of parks and open spaces, including inspection of play equipment.
- To deal with day to day issues regarding Parks and Open Spaces owned and managed by the Town Council.
- To respond to emergency situations as and when required and take necessary action to rectify any damage to Council property. This may include 'out of hours' working.
- To oversee repairs and new works and sign off when completed
- To produce specifications for repairs, renewals and new works.
- To help produce and appraise tenders for playground schemes.
- To act as key holder and respond to out of hours emergencies
- To help in the production of detailed maintenance plans for all buildings, parks and open spaces.
- To maintain PSS live electronic Inspection system including Asset Register, Findings, Outstanding works and Completed works.
- Produce 'work in progress' spreadsheets for all assets for submission to Asset Management working party and Policy and Resources Committee.
- Dealing with enquiries from members of the Public including the hiring of council facilities.
- Supervision of use and maintenance of Rushden Hall including overseeing Cleaning Contract.
- Relief Cover for Parks & Buildings Inspector including security of Rushden Hall.

Burials:

- Interments and making necessary arrangements
- Maintenance of Burial Records

- Approval of Inscriptions
- Burial research including assisting members of the public
- Checking grave plots and dug graves prior to burial

Grounds Maintenance Contract

- Monitoring the Grounds Maintenance contract in terms of quality of work, and adherence to the Scheduled Programmes.
- Issuing orders for extra works
- Issuing rectification and default notices as appropriate
- Preparation of specifications for repairs and new works
- Monitoring Invoices against works done
- Preparation of new Programme Schedules when necessary

Health & Safety

An awareness of Health & Safety requirements

Each employee is required to work in accordance with the Town Council's Health & Safety Policy.

General:

- Support and attendance of Council functions and events.
- The post holder is required to undertake any other reasonable task in supporting the administrative functions of the office including covering for other staff and clerking meetings.
- The post holder will be required to undertake any training as deemed necessary to support the functions of the post.

Educational Qualifications and Experience

- Good level of educational attainment
- The appointee must possess good computer skills and be fully conversant with Microsoft Office.
- He/she must be of smart appearance, personable and able to communicate well at all levels.
- He/she must possess the necessary qualifications to carry out the duties of the post.
- The appointee must have sound practical knowledge and extensive experience of working within this type of role.

Supervisory Responsibility

The appointee will be expected to supervise the Caretaker and Parks and Buildings Inspector.

