



## WADEBRIDGE TOWN COUNCIL

### JOB DESCRIPTION

**Post:** AMENITIES MANAGER

**Salary:** £22,658 - £24,174 (SCP 25-27)

**Term:** Full Time, permanent

**Hours:** 37 hours per week

**Located:** Town Hall, Wadebridge

**Responsible to:** Town Clerk

#### RESPONSIBILITIES:

1. Manage and motivate all Amenities staff, including those working on the grounds, caretakers/cleaners, car park inspectors and toilets to ensure they are adequately briefed to enable them to undertake work in a correct, safe and timely manner, including: work rota setting to ensure staffing complement, unsociable hours working, and an on-call service is maintained.
2. Oversee the work of contractors to ensure work is carried out to specification, in a correct, safe and timely manner and to a satisfactory standard.
3. Set contract specifications for cleansing, maintenance and other contracts.
4. Ensure the compliance regimes applicable to Council land, buildings and other facilities are adhered to.
5. Assist with, and co-ordinate as appropriate, event management including traffic management, signage, barriers etc. as appropriate.
6. Have a good working knowledge of a variety of areas of facilities and amenity management, to:
  - ensure compliance and log keeping in terms of the safety of Council facilities and services;
  - obtain quotations for the program of works and one-off projects;
  - ensure the safe operation, renovation and cleansing of public conveniences;
  - facilitate safe working on public areas and highways;



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- oversee Council operatives or contractors undertaking minor grounds works, horticultural works, and small works repair and maintenance;
  - manage the Council's various enforcement regimes, including in relation to dog bye-laws.
7. Be on the alarm call out list and attend as required and maintain the on-call rota for staff. Liaise with the police on all parks and buildings re policing and security issues.
  8. Manage the Council's caretaking and cleaning services at the Town Hall and Pavilion, including liaison with hirers, liaison with office staff regarding bookings and driving the business agenda, including preparing plans to significantly enhance income in this area of activity.
  9. Be the Council liaison with the independent association on all matters relating to the allotments service and ensure that at all times there is full conformance with legal obligations contained in the Allotments Acts.
  10. Assist in the setting of appropriate budgets for all amenities services, ensure the cost-effective delivery of services within allocated budgets and ensure that budgets are adhered to with regular reporting on financial performance to Council and Finance and General Purposes Committee in conjunction with the Finance Officer.
  11. Manage the Council's public toilets ensuring these are open to the public in accordance with approved policy, clean and maintained.
  12. Ensure the clearance of litter, weeds etc. from all Town Council areas is carried out, including designated footpaths and that all bins are maintained.
  13. Manage the Council's car parks, and those managed under agency arrangements, and ensure that these are efficiently operated, that enforcement is robust, and income is safely and properly accounted for.
  14. Oversee and manage all parks, recreation grounds, public open spaces, Skate Park, children's play areas and amenity sites.
  15. Manage and ensure adequate maintenance of litter bins, seats, shelters, noticeboards and other street furniture that is in the ownership of Wadebridge Town Council.
  16. Liaise with Cornwall Council on the local maintenance programme for footpaths, completing all necessary paperwork as appropriate.



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17. Assist and advise relevant volunteer groups in their efforts, including those undertaking floral and related initiatives.
18. Ensure all vehicles, plant and equipment used are regularly maintained with routine operating requirements, including the completion of records.
19. Monitor facilities, plant and equipment to ensure safe working practices with health and safety regulations, and to the correct reporting / maintenance system.
20. Understand and ensure adherence of the relevant health and safety regulations and their applications including:
  - promote safe working practices at all times;
  - ensure safe and secure storage of materials and equipment;
  - carry out operational risk assessments
21. Identify training and development requirements to continuously improve staff technical skills. This also includes disciplinary, capability and associated issues up to first stage.
22. Adhere at all times to the policies and instructions of the Council.
23. Be lead officer in respect of all matters falling within the purview of this post and to attend such meetings and civic events as a representative of the Council as required.

The above list is an example of the duties; there will be other duties that might reasonably be required.