



Seaford Town Council

JOB DESCRIPTION

Projects & Facilities Supervisor

Responsible to: Projects & Facilities Manager

Grade: SCP 23 - 25

1. Job purpose:

To assist with the management and delivery of the Councils projects, facilities and events. To deputise for the Projects & Facilities Manager in their absence. To undertake other duties from time to time consistent with the level of the post.

2. Areas of Day-to-Day Responsibility

Delegated Project Delivery

Concessions

Street Trading

Digital Mapping

Maintenance Schedule and Contracts for Facilities

Overall Publicity/Marketing/Communications for Department

Deputising for Projects & Facilities Manager

3. Duties & Responsibilities

- 2.1 Responsible for delivering allocated projects of the Council in accordance with the Council Strategic Objectives.
- 2.2 Responsible for the day-to-day supervision of the members of the Community Services Department.
- 2.3 Responsible for the efficient and effective management of Town Council's extensive land, assets, and property portfolio.
- 2.4 Ensure the planned preventative maintenance and service contract schedule for facilities is carried out efficiently, and deal with any reactive maintenance requirements.
- 2.5 Liaising with suppliers, contractors and other external parties to ensure facilities are adequately maintained.
- 2.6 Responsible for ensuring that audits and inspections are carried out and any repair works are actioned by approved contractors.
- 2.7 Responsible for ensuring adequate records are maintained with regards to the above, including the Council's digital mapping tool.
- 2.8 To produce maintenance and development plans, including a refurbishment and enhancement programme.
- 2.9 To assist with the development, management and delivery of allocated projects in line with Council policy.
- 2.10 Day-to-day responsibility for the management of all Council concessions in the town and street trading arrangements.

- 2.11 To arrange, monitor and review utility supplies and relevant charges.
- 2.12 To assist with the development of partnership working with other agencies and the community, and new community initiatives in accordance with Council priorities, including liaising with the Police on anti-social incidents and prevention in the town.
- 2.13 To oversee the organising of outdoor events on behalf of the Town Council and/or community; including the coordination and supervision of any volunteers assisting the Council with events or its facilities, property, or land.
- 2.14 To have an onsite presence at events, deputising for the Projects & Facilities Manager in their absence.
- 2.15 Responsible for the marketing and publicity of Council events, facilities, projects, and any services delivered by the department. Including the Seaford Town Guide and input with the Council Newsletters, press releases, Annual Report, social media sites and website.
- 2.16 Assist with coordinating and managing public consultations where relevant.
- 2.17 To assist in monitoring the performance of the Community Services Department against financial and personal targets, individually and as a team.
- 2.18 Assisting the departmental manager in the Community Services budget preparation and in-year monitoring of the performance against budget; working to Council policy when authorising spends. Assist with the allocation, monitoring, and spend of Earmarked Reserves.
- 2.19 To assist in the preparation and overseeing of any funding or grant funding applications in line with Council priorities.
- 2.20 To prepare reports to relevant Committee meetings monitoring the facilities and assets and any other relevant matters. To attend and support relevant Committee meeting to action and discuss reports.
- 2.21 To attend meetings, conferences, seminars, and training courses associated with the work and role of Projects & Facilities Supervisor as required and authorised by the Council.
- 2.22 To act as the official representative of the Community Services Department in the absence of the departmental manager.
- 2.23 To undertake any other duties as required by the department consistent with the level and scope of the post.
- 2.24 To carry out any departmental training required within the Community Services Department.

Written: August 2017