

# HARWICH TOWN COUNCIL

## JOB DESCRIPTION

**Job Title:** Estate Supervisor                      **Hours of Work:** 20 hrs per week  
**Reports to:** Clerk to the Council                      **Salary:** £25584 - £27711 pa pro rata

### POSITION OVERVIEW

To provide an estates and asset-management service at the Guildhall and other Council-managed premises within the Harwich area, including 6 Allotment sites, Putting Greens, Skatepark and the Hill School Site buildings. To ensure the Council's premises are well-maintained and kept in good order.

### JOB ACTIVITIES

1. To ensure all Council owned/managed land and premises are well maintained and fit for public use.
2. To conduct periodic risk assessments to fulfil health & safety obligations and any other statutory requirements (e.g. Compliance with Electrical and Gas safety requirements and Fire regulations).
3. Prepare condition reports on the Council's owned/managed premises and general property and liaise with the Clerk and contractors.
4. To carry out general maintenance tasks or decoration as required or instructed by the Clerk.
5. To oversee sub-contractors (including cleaners) working on Council owned/managed premises.
6. To assist the Clerk and Councillors with the preparation of premises for events (e.g. manual handling). This may involve some awkward/heavy lifting.
7. To assist the Clerk and councillors with various functions as required.
8. To deliver/collect packages/supplies as requested.
9. To compile, maintain and keep inventory of all the Council's assets including regalia, long-term document storage, consumables and stored assets.
10. To liaise with all the Council's tenants, allotment site reps and seasonal staff to identify and remedy any issues that may arise.
11. To oversee the Council's security arrangements.
12. To be available on-call for out-of-hours emergencies if required.
13. To maintain a regular presence at all Council-owned/managed sites.
14. To support the office during periods of high workload or during holidays/sickness absence, as required.
15. To act as the council's designated Fire Marshall.
16. To occasionally work at heights and in confined spaces.
17. Some lone working may be required.
18. Any other duties as reasonably requested by the Clerk.

### SPECIAL CONDITIONS

The postholder must:-

- hold a current driving licence and provide a vehicle for business use which must be insured for business purposes.
- be available to work out of hours when necessary and attend callouts as required (within reason).
- Wear a uniform (provided) and any PPE as necessary and be appropriately attired according to the requirements of the role as the postholder will be representing the council.
- have flexibility, dexterity and strong manual skills.
- comply with legislative requirements of health, safety and welfare ensuring good practice standards at all times.
- ensure proper adherence to the Council's policies and procedures.
- take all reasonable steps to create a harmonious working environment.
- maintain confidentiality at all times.
- must project a positive image of Harwich Town Council at all times.
- a satisfactory Disclosure and Barring Scheme check (DBS) will be required.

***This job description is a guide to the duties the post-holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.***

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<b>PERSON SPECIFICATION</b>
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The postholder must:-

1. Be an excellent communicator both verbally and in writing.
2. Be able to work on their own initiative and unsupervised at times.
3. Be pro-active and able to take responsibility for own workload.
4. Have the ability to establish good working relations with a wide range of people.
5. Be IT literate and have a basic working knowledge of Microsoft Office applications including Word, Excel and Outlook.
6. Be diplomatic in their approach.
7. Be able to demonstrate problem solving skills and resourcefulness.
8. Hold a full driving licence and provide own transport.
9. Have proven ability of buildings/property/grounds management or maintenance.
10. Hold current First Aid and Fire Marshall certificate or willingness to receive training.
11. Willingness to undergo further, role-specific, training if required.
12. Must be punctual, flexible, trustworthy and committed to providing an excellent Customer service.