



## JOB DESCRIPTION

<b>Post:</b>	Operations Manager	<b>Date Amended:</b>	1 <sup>st</sup> April 2020
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<b>Hours:</b>	30 per week
<b>Spinal Point Range</b>	18-23

### JOB PURPOSE

- To act as the Council's designated Health and Safety Officer planning and managing the operational and devolved assets and facilities of the Town Council against a maintenance plan agreed with the Town Clerk & RFO.
- To lead a team of approximately five employees working flexibly across a range of operational services to deliver a high quality responsive service for the Council.
- Reports to - Town Clerk & RFO.

### DUTIES

1.	Site management of the Council complex and other properties.
2.	Line Management and supervision of Caretaking/Enforcement and Cleaning staff, this will include time management, sickness absence and leave approvals. To approve overtime in accordance with the Town Council policy and procedures.
3.	To act as the Council's designated Health and Safety Officer by supporting the Town Clerk & RFO with the implementation and compliance of the Council health and safety policy and procedures ensuring the health, safety and well-being of all who visit or work (including contractors) on or in facilities provided by the Council or operating services on behalf of the Council. To prepare and monitor risk assessments, where appropriate.
4.	To act as the Technical Co-ordinator/Representative for all contractors working on behalf of the Town Council, reviewing and agreeing contractor provided Risk Assessments and Method Statements.
5.	To ensure parks, gardens and bus shelters that are the responsibility of the Council are maintained to a suitable standard to meet the needs of the community. To work closely with community groups, contractors and other agencies as and when required.
6.	To manage the cleaning and maintenance of public conveniences to a high standard and oversee the maintenance of legionella testing and inspection records.
7.	To liaise with the Town Clerk & RFO with regard to the annual maintenance of CCTV cameras to ensure their operation at all times (where possible).
8.	To ensure the Enforcement patrols (Environmental crimes) are carried out effectively in accordance with Council policy.
9.	To maintain the Council's fixed and portable asset register and under direction of the Town Clerk & RFO report any issues or problems with Council assets.



<b>10.</b>	To attend Council meetings as directed by the Town Clerk & RFO.
<b>11.</b>	To co-ordinate road closures and marshalls when required for Town Council related closures as directed by the Town Clerk & RFO.
<b>12.</b>	To undertake appropriate training and acquisition of professional qualifications in pursuance of the Council's objectives and personal development.
<b>13.</b>	Any other duties commensurate with the nature and scope of the post.

<b>SIGNED POST HOLDER</b>		DATE
<b>SIGNED FOR TORPOINT TC</b>		DATE

Jan 2020