

## JOB DESCRIPTION

### Facilities Warden

Date effective: May 2024

#### MAIN PURPOSE OF THE POST:

To liaise daily with the Operational Logistics Manager in ensuring public conveniences and recreational facilities are opened/closed in accordance with our service standards. Predominantly the post holder will operate on a 5 out of 7 day rota (including Sat / Sun) with a minimum of 2 weekends per month to ensure that public conveniences are opened/closed, cleansed to the service standards as defined in the cleansing manual, replenishing all toilet and cleaning materials as required.

To provide cover to meet sickness and holidays for the rest of the Cleansing Team and also other teams within the operational teams.

**RESPONSIBLE TO:** Operational Logistics Manager

#### CONTACTS:

**Internal 20%:** All Shrewsbury Town Council staff  
**External 80%:** Local Members, residents and local stakeholders

#### OTHER RELATIONSHIPS:

- Other Team Shrewsbury Operational Partners, including the Emergency Services

#### MAIN DUTIES:

##### Public Conveniences

1. To ensure the regular opening/closing, inspection and cleansing of all Shrewsbury Town Council's managed public conveniences to a specification as defined in the cleansing manual and in accordance with the Council's duties under Health & Safety, ensuring the facilities are safe and fit for purpose.

This shall include:

- Opening up the facilities in the morning.
  - Regular inspections throughout the day of the facilities (at least four occasions)
  - Deep cleansing/steam cleaning of facilities with adhoc cleansing as the need arises.
  - Replenishing toilet materials.
  - Removal of litter and detritus including any drug paraphernalia.
  - Rodding of drains to release blockages.
  - Undertaking any general repairs to the facilities.
  - Closing up facilities in the evening as requested.
2. To ensure storage areas in public conveniences are maintained in a safe & clean condition in accordance with Health & Safety legislation.
  3. To use all products in accordance with Risk Assessments and Health & Safety policies.

## **JOB DESCRIPTION**

### **Facilities Warden**

4. Maintain accurate records and complete tick-off sheets daily.
5. Report faults or damage to the Operational Logistics Manager.

#### **Cover for Shrewsbury Town Council's Operational Teams**

6. To assist with the inspections and maintenance of all play areas including repairs to play equipment and safety surfaces.
7. To assist with the Splash Park including the pH/chlorine testing (Training will be provided) and repairs to play equipment and safety surfaces.
8. To provide the necessary cover to meet other areas of Shrewsbury Town Council's work.

This shall include:

- Opening and closing of other Shrewsbury Town Council's facilities.
- Covering janitorial duties in the Market Hall.
- Watering duties in the summer (using both vehicle and pedestrian operated bowsers).
- Litter picking duties in the Quarry during peak times.
- Cleansing of bus shelters.
- Repair and maintenance of Shrewsbury Town Council assets that do not require specialist works, including pavilions, bus shelters, bins, benches etc.
- Unlocking/Locking recreational facilities in the absence of the Park Warden
- Supporting Neighbourhood Wardens

#### **General Cleansing**

9. To undertake any necessary cleansing of Shrewsbury Town Council's assets including:
  - Litter collection, sweeping, cleansing and weed killing of external areas removing litter and detritus.
  - Emptying of litter bins and sanitary containers when specified by the Team Manager.
  - Collect and dispose of drug paraphernalia as required.
  - Removal of graffiti or offensive materials from all of the Council's assets.
  - Make sure facilities are free from snow/ice during inclement weather.
  - Assist with the removal of items as specified by the Operational Logistics Manager.

#### **Specialist Works**

10. To carry out various specialist works, for which training is given including:
  - Assisting with the removal and disposal of drug paraphernalia including emptying / replenishing sharps boxes.
  - Co-ordinating with the Operational Logistics Manager clean-ups of drug paraphernalia from specified Council locations.
  - Monitoring, cleansing and pH/chlorine testing at the Splash Park.
  - Providing a valuable link with Team Shrewsbury partners using the ShopWatch/PubWatch Radio.
  - Assisting Partners with road closures.

## JOB DESCRIPTION

### Facilities Warden

#### General Duties

11. In the carrying out of duties it is expected that the following shall be undertaken:

- Maintenance of accurate records.
- Reporting of any faults and damage to the appropriate officer.
- Reporting any anti-social behaviour via the ASB logs weekly to the Office Manager and via 101.
- Using all products in accordance with Risk Assessments and Health & Safety Policies.
- Ensuring any vehicles, machinery and equipment used is clean, safe and in good working order, reporting any defects to the Senior Mechanic.

12. To work in locations specified by Shrewsbury Town Council to deliver the standards and service required.

13. To undertake additional duties as required, commensurate with the level of role. Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime function of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Agreed: \_\_\_\_\_  
(Job Holder)

Date: \_\_\_\_\_



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### PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>Qualifications/Education/Training</b>	
<ul style="list-style-type: none"> <li>Basic school education.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience of similar work.</li> </ul>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>A good knowledge of local facilities, locations and directions.</li> <li>Basic understanding of cleansing/maintenance practices with high cleansing standards.</li> <li>Working knowledge of Health &amp; Safety.</li> <li>Working knowledge/accreditation to work on the Highway - Chapter 8 (specified staff only).</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of a range of power tools..</li> </ul>
<b>Skills and competencies</b>	
<ul style="list-style-type: none"> <li>Ability to communicate effectively, both verbally and in writing.</li> <li>Ability to organise and prioritise own work with limited supervision.</li> <li>Confident in lone working situations, working weekends as a lone worker and using your own initiative.</li> <li>Ability to maintain records.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work to strict deadlines and under pressure.</li> </ul>
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>Self-reliant &amp; Self-motivated.</li> <li>Flexible, pro-active and “hands-on” approach to tasks.</li> <li>Commitment to the delivery of quality service.</li> <li>Ability to foster good relations.</li> <li>Mature and common sense approach.</li> </ul>	<ul style="list-style-type: none"> <li>Community focussed.</li> </ul>
<b>Special Conditions</b>	
<ul style="list-style-type: none"> <li>Ability to respond to changes in workloads and changing priorities by carrying out the role in a flexible manner which may include working extended hours at the beginning/end of the day/weekends/Bank Holidays.</li> <li>Willingness to travel to a variety of sites.</li> <li>Must be flexible, as the post may be based at various locations.</li> <li>Full UK driving licence to allow daily driving - vehicle is provided as part of the cleansing duties.</li> <li>Flexible working in all climates.</li> <li>Dedicated to achieving good environmental standards.</li> <li>Satisfactory DBS checks will be required for access to specified areas (specified staff only).</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.</li> </ul>