

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Deputy Chief Executive's Department
Division:	Asset Management & Development
Post No. & Job Title:	H139 Facilities Co-ordinator
Grade	Grade 4
Responsible to:	T134 Senior Maintenance Co-ordinator (Compliance)
Responsible for:	N/A
Job Objective:	To effectively manage, monitor and mitigate the health and safety risks within the Independent Living schemes through a robust programme of inspections

Main duties and responsibilities

1. Be responsible for undertaking the following checks and inspections within the Independent Living schemes (this list is not exhaustive):
 - a. Scheme Health and Safety
 - i. Visual scheme checks
 - ii. Emergency lighting
 - iii. Scheme audits
 - iv. First Aid box audits
 - v. Pull cord tests in communal areas
 - vi. Routine scheme inspections (including footpaths) with Health and Safety Officer and Maintenance Inspector
 - vii. Maintain the on-site H&S log book
 - b. Fire Safety
 - I. Fire panel tests
 - II. Fire Door checks and reporting
 - III. Fire extinguisher checks and reporting
 - IV. Fire Exit checks
 - V. Maintain records of appliances kept in communal areas
 - VI. Liaison with Health and Safety Officer
 - c. Asbestos
 - I. Inspecting areas with asbestos to confirm condition
 - II. Report changes to Health and Safety Officer
 - III. Annual inspection with Health and Safety Officer
 - d. Legionella
 - I. Run off taps and other water sources in communal areas
 - II. Run off taps and other water sources in properties which are empty
 - III. Promote the safe use of water with residents

- e. Food Hygiene Safety Checks
 - I. Fridge Freezer temperature tests
 - II. Annual inspection with Food Hygiene Inspector
- 2. Ensure the outcome of all checks and inspections are recorded accurately and in line with current advice
- 3. Follow up on any identified outstanding actions including ordering works, providing advice etc to mitigate risk and ensure the Independent Living schemes meet current regulatory standards
- 4. Report any defects and repairs to ensure prompt remedial work is undertaken
- 5. Liaise with external contractors and operatives on health and safety issues
- 6. Ensure the PAT testing programme is carried out for all items within communal areas on the schemes
- 7. Be a grandmaster key holder with access to store cupboards, lift motor rooms etc
- 8. Support the Capital Works Team when improvement works are undertaken in Independent Living schemes regarding any Health and Safety issues

General

- 9. To work alone following lone worker protocols including correct use of the lone worker device. To follow start on site and end of day lone worker arrangements.
- 10. To maintain accurate customer records, ensuring all data held is compliant with general data protection and GDPR guidelines
- 11. To provide performance information to managers and stakeholders as required and to keep accurate and up to date case notes and records and to ensure that both team and personal performance targets and objectives are achieved
- 12. To attend emergency call outs, meetings and events as required outside of normal office hours
- 13. To carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.
- 14. To adhere to the council's equality and diversity policy including working within professional boundaries
- 15. To provide an excellent customer service which is flexible and centered around the needs of older people.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

The postholder will work flexibly throughout the Borough at different Independent Living Schemes

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of H139 Facilities Co-ordinator but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:	Interim Head of Housing		July 2018
Job description authorised by:			—

Date of issue:

Additional notes for JE/HR.