|  |  |
| --- | --- |
|  Premises Officer**SALARY GRADE: HBC 3** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| To be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated Sports Facilities.More specific responsibilities include:* Undertake regular premises inspections and identify and record repair maintenance requirements. Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
* Regularly review the Corrective Action Log and undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs and redecorating. Organise and carry out minor improvement work e.g, erecting shelves, notice boards, furniture.
* Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
* Operate pool plant equipment to specialist contractor instructions. This is to include, injector cleaning and other similar minor servicing tasks.
* Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained. Inclusive of litter picking, gritting of icy paths when necessary, pitch brushing.
* Take meter readings where necessary.
* Assist in, the evacuation of sports facilities during fire alarm activations; bomb alerts etc and contacting emergency services as necessary and carrying out weekly fire alarm tests where necessary.
* Be contactable for 24 hour emergency call out issues and be a nominated key holder.
* Promote good housekeeping with regards to Health and Safety, environmental and utility management good practices.
* Undertake porterage of stock, furniture and equipment as required
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
 |
| About YouThe candidate holds a Pool Plant Operators Certificate and has practical experience in managing pool plant equipment. They are skilled in carrying out routine repairs and have experience working in open, customer-facing environments, regularly interacting with the public. |
| In addition you will have:* Demonstrate a knowledge and understanding of Health and Safety principles, procedures and good practice in sport facilities
* Demonstrate a knowledge and understanding of customer care principals, procedures and good practice
* Demonstrate knowledge of the day to day pool plant operation of a public swimming pool including basic awareness of daily, weekly and monthly tasks
* Good interpersonal and communication skills at all levels
* Ability to plan, organise and prioritise their own workload
* Ability to work on their own initiative, make sound judgements and take decisions

.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
|  |  |
|  |  |
|  |