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| 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 You The 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. | |
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