

# Job Advertisement



## DETAILS

**Job Title:** Facilities Officer  
**Organisation:** Wetherby Town Council  
**Hours:** Full Time – 37 hours per week with some evening and weekend work  
**Salary:** £33,024 - £36,648  
(National Joint Council for Local Government Services SCP Range 24-28)  
**Location:** Wetherby Town Hall (Council Offices)

## SUMMARY

Wetherby Town Council is seeking to appoint a Facilities Officer who will be directly responsible for the maintenance and safety of the Council's buildings, amenities, green spaces and play facilities. This will require regular liaison with other council officers, the supervision of staff involved in these areas and the monitoring of contractors.

Specific accountabilities will include:

- The facilities management of all buildings owned by the Council.
- Safety inspections of play areas and equipment, and of the monuments and other structures in the cemetery.
- Optimisation of Wetherby Town Council's grounds maintenance arrangement and responsibility for agreeing, implementing, and monitoring contracts for grounds maintenance, grass cutting, strimming, litter picking, weed treatment, trees and hedge trimming.
- In conjunction with the Clerk and other officers, to develop and manage projects relating to Council property.
- Working with other council officers and organisations to address the Climate Emergency by initiating ways to reduce CO emissions from the Council's activities, properties and facilities.
- Working with voluntary groups in the community.
- Given the geographical spread of the Council's amenities, a clean current driving licence is essential.

## TO APPLY

Please download a recruitment pack and application form from the Wetherby Town Council website - [www.wetherby.co.uk](http://www.wetherby.co.uk)

For all enquiries, please contact Stephen Butt who is managing this recruitment process for Local Council Consultancy on behalf of Wetherby Town Council.

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