



## Lyme Regis Town Council

### Job Description

<b>Job Title</b>	Operations manager	<b>Grade</b>	SCP 30-33 £38,223 to £41,418 (pay award pending)
<b>Section</b>	External works	<b>Hrs</b>	37 hours' per week
<b>Reporting To</b>	Town clerk	<b>Working Pattern</b>	Monday to Friday, with some evening, weekend and bank holiday working as required

#### Job Purpose

- To be responsible for all aspects of the response repair and day-to-day maintenance of the council's properties and outdoor spaces.
- To develop cyclical plans for the repair or replacement of the council's assets.
- To manage the external works' team and associated contractual relationships.
- To be the lead officer for one or more council committees and working groups.

#### Main Duties

- To comply with legislation.
- To work as part of the council's senior management team.
- To lead, manage, develop, and motivate the external works' team.
- To manage budgets, resources, projects, and change.
- To positively represent the town with residents, visitors, stakeholders, and external partners.
- To manage the cyclical, programmed and reactive maintenance.
- To write reports and make recommendations to council committees.
- To be the lead officer for one or more council committees and working groups.
- To maintain an inventory and oversee the regular inspection and maintenance of the council's machinery, tools and equipment.

- To be the council's health and safety officer and fire safety officer.
- To participate in the council's civic and community events' programme, as required.
- To implement and take forward the council's climate action plan.
- To implement and manage carbon literacy initiatives in order to maintain the council's silver carbon literacy accreditation.
- Any duties commensurate with the post.

### **Dimensions**

- Line management responsibility for the external works team.
- Responsibility for health and safety, fire safety and security of the council assets.
- Responsibility for machinery, equipment and tools.

### **Supervision and Work Planning**

- The post holder is responsible to the town clerk

### **Contacts**

- The public
- Elected members
- Other employees
- Consultants and contractors
- External organisations
- Representatives of local organisations

### **General**

- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time to time without changing the character of the post or the level of responsibility.

### **Special Notes or Conditions**

- The post holder will be expected to attend meetings of the council as required and to be available if an emergency situation arises out of normal working hours

July 2024