



Seaford Town Council



Inspector Job Description – 2017

Responsible to: Projects & Facilities Manager

Grade: SCP 18-21

JOB DESCRIPTION

1. Job Purpose

To undertake inspections on a programmed basis of the Town Council's extensive range of properties, facilities and outdoor spaces. During these inspections they will be required to highlight and record any health and safety issues or maintenance requirements.

The sites to inspect will include the following sites and all the properties and structures within them; The Salts, Martello Fields, The Crouch, Seaford Seafront, Seaford Head Nature Reserve, South Hill Barn, The View, Seaford Head Golf Course and several open spaces around town as well as the many pieces of street furniture including benches and information boards.

2. Duties

- 2.1 To physically inspect and record all data relating to maintenance requirements and health and safety requirements of all the Council's sites in line with an annual inspection programme.
- 2.2 To undertake all administration to record inspections and instruct contractors where necessary.
- 2.3 To inspect all contracted works before authorising payments.
- 2.4 To manage the Council's Health and Safety inspection records.
- 2.5 To log and monitor meter readings.
- 2.6 To assist the Projects & Facilities Manager with any insurance claims or incidents.
- 2.7 To assist with and carry out risk assessments, including DSE assessments and ad hoc return to work assessments.
- 2.8 To maintain the Council's external noticeboards up to date.
- 2.9 When required to distribute the Council newsletter to appropriate outlets.
- 2.10 To highlight any changes required to the inspection programme.
- 2.11 To monitor and recommend changes to relevant policies.

3. Person Specification

- 3.1 Ideally from a construction or Health & Safety background.

- 3.2 An eye for assessing what repairs are needed at any given site or building or for pre-empting potential future maintenance requirements.
- 3.3 Enjoys ensuring properties and equipment are maintained to the best possible standards.
- 3.4 Problem-solving mindset.
- 3.5 Works well alone and managing own work time but good communicator when needed.
- 3.6 Computer literate with experience of Microsoft packages and Outlook.
- 3.7 Must hold a full clean UK driving licence, ideally with your own vehicle (the Council would reimburse any additional insurance premium to cover business use).

Written: August 2016 Reviewed: January 2018