

## LIBRARIES NI

### JOB DESCRIPTION

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|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>      | Building Supervisor (without Supervision)                                                                                                                                                       |
| <b>Grade:</b>          | Senior Clerical Officer                                                                                                                                                                         |
| <b>Salary:</b>         | £25,583 to £25,989 (NJC points 5 - 6)                                                                                                                                                           |
| <b>Location:</b>       | <b>Hollywood Library</b>                                                                                                                                                                        |
| <b>Hours:</b>          | <b>16 hours per week</b>                                                                                                                                                                        |
| <b>Responsible to:</b> | Building Supervisor (with supervision)                                                                                                                                                          |
| <b>Job Purpose:</b>    | To provide cleaning and non-cleaning services under the direction of the designated Line Manager or other Authorised Person and in accordance with the practices and procedures of Libraries NI |

#### **Main Duties and Responsibilities**

Core services to customers/clients

Under the direction of the appropriate Line Manager:

##### **Security**

1. security of the Premises and its contents
2. open and close the premises and grounds, except in circumstances where the employing designated Line Manager or other Authorised Person authorises another person to do so
3. ensure that all windows are closed; doors and gates, both internal and external are locked at the end of each day
4. safe custody of the keys of the premises, the allocation of keys to cleaning staff (where appropriate) and ensuring that keys used by the Cleaning staff are returned at the end of each working day
5. operate and monitor Security Camera System including changing and storing of used tapes where appropriate
6. operate Fire Alarm, Burglar Alarm and Building Security Systems and report any faults.
7. attend outside hours break in, vandalism and emergency incidents at the premises and ensure that the premises are secure and cleaned at the earliest opportunity when clearance has been given and any unauthorised entry or damage is reported to the designated Line Manager or other Authorised Person
8. during normal working hours report any suspicious activity of persons immediately to the designated Line Manager or other Authorised Person to ensure a safe working environment for building users
9. any breach of security must be reported to the designated Line Manager or other Authorised Person. A breach would include the finding of used needles, or suspicious illegal substance abuse in accordance with Libraries NI Policy
10. apply grit/rock salt in times of snow and frost to ensure pathways and entrances are free from snow and ice.

##### **Mechanical and Electrical Services**

1. efficient operation of the boiler/heating system ensuring value for money and energy conservation in accordance with the Libraries NI Policy
2. lighting and heating of the premises and the routine maintenance of plant
3. ensure adequate fuel is requisitioned in good time

4. monitor and document the usage of fuel, water and electricity
5. replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained
6. inspect and report any defects on fire fighting equipment to the designated Line Manager or other Authorised Person.

### **Cleaning**

1. clean the premises
2. plan, organise and control the work of Cleaning staff (if appropriate) to ensure that Libraries NI standards are met, it being understood that the Building Supervisor personally undertakes cleaning duties
3. plan periodic work in consultation with service users and report plans to the designated Line Manager or other Authorised Person
4. recommend and implement changes in work procedures in accordance with the designated Line Manager or other Authorised Person to improve economy, standards or ease of operation
5. monitor suitability and performance of materials and light equipment and advise the designated Line Manager or other Authorised Person where these are inappropriate for the task
6. ensure that all hard surfaces and paths and ornamental grounds around the property are clean, tidy and free of litter
7. ensure that all external surface drains and gullies within the building complex are free flowing and clean by removing obstructions up to 3.35m.
8. ensure that bins within the building complex are washed and cleaned
9. empty on a daily basis litter bins within the building complex
10. provide an ongoing cleaning service to the entire premises to deal with such things as spillage, flooding, midday toilet cleaning, litter or any cleaning problem associated with weather conditions
11. replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day
12. clean external signs, light covers, and notices up to 3.35 m.
13. clean non-electrical fittings on all portable heating and ventilation equipment
14. ensure that adequate supplies of materials and light equipment are requisitioned and maintained at appropriate levels within the budget allocated and that equipment is kept in good condition, used and stored correctly
15. ensure that all defects in cleaning equipment are reported to the designated Line Manager or other Authorised Person
16. prepare the premises for its normal use
17. direct and clean all internal fixed glass surfaces up to 3.35 metres using the appropriate equipment provided to ensure safe working conditions
18. ensure cleaning staff wears Personal Protective Equipment and/or Workwear when provided
19. ensure that the cleaning standards within the premises meet Libraries NI Standards. (Where appropriate) investigate complaints in respect of the cleaning provision, take corrective action and where appropriate advise the designated Line Manager or other Authorised Person.

### **Porterage**

1. receipt and transport of stores and materials and other goods including materials that have been delivered to the building premises and their distribution to and from appropriate points of storage

2. despatch goods and other materials from the building
3. the Assistant Building Supervisor will be required to assist with the setting out and removal of tables and chairs and will be responsible for the cleaning of the room
4. to transport all refuse bins to and from their collection point
5. prepare rooms.

### **Administration**

1. prepare reports on the cleaning of premises and any defects in the premises externally and internally
2. organise as authorised by the designated Line Manager or other Authorised Person the employment of outside contractors or workmen using Libraries NI Reporting System and monitor their presence reporting any deviation from their work routine
3. complete all paperwork associated with the post and writing reports when required
4. maintain records of consumable stocks and inventory of equipment
5. ensure that defects in electrical floor equipment are reported immediately to the designated Line Manager or other Authorised Person and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely
6. ensure that all records in respect of staff attendance, holidays absence are completed, authorised and returned to Libraries NI in good time
7. be responsible for monitoring the use of the Library car park, reserving of spaces etc.
8. be responsible for admitting authorised vehicles and persons to library premises.

### **General Conditions**

1. All duties must be carried out to comply with:
  - a. The Health and Safety at Work (NI) Order 1978
  - b. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
  - c. COSHH Regulations
  - d. Codes of Practice.

### **Handyperson Duties**

1. erect shelving when necessary using correct equipment
2. do minor repair jobs throughout the building as appropriate
3. touch-up paint work in the building where necessary
4. undertake basic plumbing jobs where necessary
5. any other handyperson duties as required.

### **Driving Duties**

1. transport all surplus waste materials to the nearest waste disposal site as and when required
2. to deliver library materials to other library premises as required
3. any other driving duties as required.

### **Library Duties**

1. carry out appropriate repairs to book stock
2. clean books and other associated back office functions.

### **Training**

1. building Supervisors will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade

2. building Supervisors will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the authority for the higher level duties to be carried out
3. building Supervisors will carry out Induction and Refresher training of Cleaning staff (if appropriate), keeping a record of such training.

**Other Duties**

1. duties relevant to the grade as required, by the line manager.

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. Libraries NI reserves the right, in consultation with the post holder, to amend the job description to meet the changing needs of the organisation.

**PERSON SPECIFICATION**

Applicants must provide evidence that, by the closing date, they meet the following criteria:

**Essential****Qualifications:**

1. hold a valid, full Driving Licence

**Experience:**

2. a minimum of one years' experience working as Assistant Building Supervisor, Caretaker or similar role in a medium/large building
3. previous responsibility for security of building, opening/closing and key holder duties

**Knowledge & Skills:**

4. knowledge of building cleaning methods and the use of electrical cleaning machinery e.g. floor polishing equipment
5. awareness of Health and Safety legislation and practices e.g. COSHH and/or CLP regulations

**Personal Qualities & Attributes**

6. ability to work as part of a team or on own initiative

**Other Requirements and Constraints:**

7. ability to work a mix of mornings, afternoons, evenings and weekends as required, both at base and in other premises
8. have no criminal record which would prevent working with children or vulnerable adults.

## **Desirable**

### **Experience:**

1. experience in keeping and maintaining stock records

### **Knowledge & Skills:**

2. knowledge of mechanical and electrical services such as boiler/heating equipment and monitoring of fuel, electrical and/or water usage.

**The above essential criteria will be used for shortlisting purposes. If deemed necessary essential criteria may be enhanced and/or Desirable may be used for shortlisting.**

## **Reserve Lists**

**Where a competition identifies more appointable candidates than there are available vacancies, a Reserve List will be created in order of suitability for up to 12 months to fill the same job role, normally within the same location/geographical area without further testing of merit.**

## **LIBRARIES NI IS AN EQUAL OPPORTUNITIES EMPLOYER**

**We welcome applications from all suitably qualified persons. All appointments will be made on merit.**

## **TERMS AND CONDITIONS**

This is a permanent, part-time appointment. The successful candidates will be employed on NJC terms and conditions of service and membership of the Northern Ireland Local Government Pension Scheme is automatic for persons eligible to join. Further information about pensions is available on the NILGOSC website [www.nilgosc.org.uk](http://www.nilgosc.org.uk)

Annual leave entitlement for the full leave is 23 days (pro rata for part time posts) increasing to 28 days after five years' service. In addition there are usually 12 statutory holidays

Where applicable the appointment will be subject to satisfactory completion of all procedural and pre-employment checks.

Where applicable the successful candidates will be subject to a probationary period of six months.

An unpaid meal break of 30 minutes will normally be taken by employees who are contracted to work 4 hours or more per day.

## **Travelling and Subsistence**

Travel expenses at rates approved by Libraries NI will be paid in respect of approved journeys necessary as an employee of Libraries NI.

**Mobility Clause**

The post will be located in an agreed location, or at any alternative premises as may be reasonably required and may be subject to change following consultation with the post holder.

**Excess Fares**

If you are an employee of Libraries NI and in receipt of excess fares, this provision will cease on appointment.