



Cyngor Tref Llandeilo Fawr - Llandeilo Fawr Town Council

Swyddog Cyfleusterau / Facilities Officer

Introduction:

Llandeilo Town Council is looking to recruit a part time Facilities Officer to join a team of three part time officers reporting to the Council and undertake the duties as described on the attached person specification. This person will be responsible for dealing with all aspects of the Council's parks and assets. Full details are on the below Job Description but the particular skills we are looking for will include:

- Checking the safety of the parks by regular physical inspection
- Arranging the maintenance quotes and the upkeep of all assets
- Attending Full Council meetings as well as relevant committee meetings for the role (approximately one or two a month and these are on weekday evenings)
- Providing reports and advice to Council when required
- Demonstrating good problem-solving skills to find effective ways to resolve issues that may arise when overseeing an asset or project.
- Communication and interpersonal skills will be essential for post holder
- Good time management skills

Application process:

Application is by CV and covering letter with closing date of Wednesday 24th February 2025

In person interviews in Llandeilo will take place in the week commencing Monday 3rd March 2025

Job start: as soon as practicable

Applications, to include contact information of two referees, to be made by mid-day Wednesday 26th February 2025 by email to the Town Clerk at Clerk.ltc@gmail.com

Informal Discussion:

An Informal discussion with the Clerk is welcomed and can be arranged through the above e-mail address.

