

JOB DESCRIPTION – CARTERTON TOWN COUNCIL

Job Title:	Town Warden
Pay Grade Parameters:	SCP Range: 5-6 (£12.21 - £12.42p/h)
Hours per week:	14 hours per week – Monday to Friday, worked flexibly (times to be agreed). May include occasional evening and weekend work
Contract:	Fixed Term: One Year
Location:	Carterton Town Hall, Alvescot Rd
Responsible to:	Town Clerk
Car User:	Yes
Annual Leave:	23 days p/a + Bank holidays

Job Purpose

To undertake day to day tasks which include maintenance and minor repairs of Town Council assets including land, premises, play parks, cemetery and any other physical assets.

The Town Warden will provide a visible and responsive service to ensure the safety, cleanliness and overall positive atmosphere of the town centre and wider parish, interacting with residents, visitors and businesses as appropriate.

Responsibilities

- Safety and Security
- Environmental Maintenance
- Customer Service

Main Duties and Responsibilities

- To undertake a range of tasks, with the purpose of making visual improvements to the town including:
 - Routine litter picking and rubbish disposal in our parks and open spaces.
 - Maintenance and minor repairs of signage.
 - Cutting back vegetation overhanging the road, footway or signs.
 - Clearing footways of weeds, nettles, moss etc.
 - Reporting defects and other issues to the Town Council, taking photos where possible.
 - Sweeping and removing cut grass and other debris from footways.
 - Maintenance and minor repairs to street furniture.

- Check that work on the contracts with council contractors has been carried out satisfactorily.
- Respond to ground maintenance issues raised by members of the public.
- To carry out visual inspections of play areas for litter, broken glass, faults or defects etc.
- Attend and assist with the delivery of Town Council events.
- Promote and uphold a positive image of the town council, establishing professional relationships with elected members and fellow officers.
- Wear town council branded clothing and appropriate personal protective equipment (PPE) when on duty.
- Always adhere to the council's Health and Safety Policy ensuring that risk assessments are followed.
- Undertake any other reasonable duties as may be required from time to time that are deemed appropriate for your role.

Town Warden – Person Specification

	Essential	Desirable
Qualifications & Experience		
Experience of Ground Maintenance Work.	✓	
Experience of carrying out maintenance and minor repairs with the use of outdoor machinery, as well as hand and power tools.	✓	
Experience of working in a public facing role		✓
Full Driving Licence	✓	
Knowledge & Skills		
Good Communication Skills	✓	
Ability to use machinery & tools	✓	
Ability to carry out maintenance and minor repairs	✓	
Ability to deal with people, including the public and work colleagues, in a professional, helpful and friendly manner.	✓	
Good geographical knowledge of Carterton		✓
Basic IT Skills, e-mail, internet, word etc.	✓	
Awareness of Health and Safety Regulations	✓	
Personal Attributes		
Flexible and adaptable to changing circumstances	✓	
Able to organise and prioritise work	✓	
Able to manage own time but also to work under pressure	✓	
Ability to work alone and as part of a team	✓	