

HIGHAM FERRERS TOWN COUNCIL

Job Description

Post Title: PARKS AND OPEN SPACES WARDEN

Responsible to: Town Clerk

Hours of Work: 10 hours a week. Includes weekends. This is a job share with another warden to give 30 hours a week cover over 7 days, so extra hours will be required to cover holidays.

Main Purpose of Post

To ensure all Parks and Open Spaces in Higham Ferrers are maintained to a high standard.

Specific Responsibilities

1. To carry out litter picking on a regular basis and investigate complaints made by members of the public relating to Parks and Open Spaces.
2. To assist with Events organised by the Town Council including Christmas Sparkle and Remembrance Day.
3. To check the sports pavilion weekly for defects and supplies.
4. To assist with the Farmers' Market by closing the car park on Friday and help on the Saturday morning when required.
5. To carry out visual inspections to all parks, open spaces and equipment owned by the Town Council
6. To lock and unlock facilities including the MUGA as directed by the Town Council.
7. To monitor dog fouling, check dog bins are emptied and liaise with Dog Warden
8. To look after the storage facilities at the Cemetery Chapel.
9. To liaise with the Police regarding problem areas within the Parks and Open Spaces, and to report promptly to the Town Clerk when problems arise.
10. To undertake minor maintenance including painting to play equipment, fencing and other assets owned by the Town Council as required.
11. To deliver letters and other items as requested by the Town Clerk
12. To respond to emergency situations as and when required and take necessary action to rectify any damage to Council property
13. To undertake watering of troughs etc as requested by the Town Clerk.
14. Monitoring of gravestones in the Cemetery.
15. To have a basic Health and Safety awareness in relation to all assets owned by the Town Council.
16. To carry out other allied duties which may be required from time to time by the exigencies of the service.

Person Specification

	Essential Criteria	Desirable Criteria
Key Skills and Abilities	Ability to effectively organise personal workloads. Ability to undertake a diverse workload.	
Education and Qualifications	Good general education.	
Knowledge		Knowledge of Health and Safety. Practical knowledge of asset maintenance and inspection of assets.
Experience	Working with the public and a good level of customer care.	Experience of working in this type of role.
Personal Attributes	Good interpersonal skills. Ability to work in a team with staff and Councillors. Ability to use one's initiative appropriately. A flexible approach to work and working hours. Self-motivated and a positive attitude. Can work alone. Lives local to Higham Ferrers	Full clean driving licence and access to a vehicle.