



HORNDDEAN PARISH COUNCIL

Estate Warden

Responsible to: Grounds Manager

Job Description

Overall Purpose of the job:

To undertake duties relating the daily management and maintenance of Parish Council sites. The Parish Council is responsible for managing and maintaining 60 hectares of public land serving a population of 13,000 residents. Sites include woodlands, heathland, chalk downland, ponds, parks, play areas, rec grounds, community halls and other local open spaces.

About the role/main responsibilities

- Undertake a range of activities across all Parish owned sites including general maintenance such as mowing, strimming, infrastructure repairs, minor tree works, managing shrub and flower beds, co-ordinating with our weekly conservation volunteer group, site inspections, litter picking and bin emptying.
- Able to deal with enquiries and health and safety issues as they arise.
- Make sure our sites are clean and all facilities are kept in a safe useable condition.
- Assist with conservation tasks including seasonal grazing, heathland and woodland improvement works, downland management, invasive species control.
- Carry out all duties with an awareness and understanding of safety requirements.

Other responsibilities include:

- To represent the Parish Council in all areas of its open space provisions, as required, to the highest possible standard.
- To take responsibility for site presentation to a high standard, through litter picking, cleaning of signage and repair of defective structures onsite. Facilitating visitor access, helping with general enquiries and protecting assets from theft or damage.
- Carry out day to day practical site management and maintenance in order to comply with site management plans aims and objectives.
- To maintain Parish Council infrastructure and outdoor furniture, (fences, boardwalks, notice boards, seats, etc.) ensuring that they are kept clean, tidy and in a good state of repair.
- Ensure sites are inspected at regular intervals, for security reasons, and to ensure all appropriate safety checks are undertaken, all in order to ensure safe and well managed sites.
- To maintain records, inventories and safety inspections for tools and equipment to comply with health and safety.

- To ensure that all Horndean Parish Council vehicles and machinery are maintained, to undertake basic vehicle/machinery checks in accordance with health and safety requirements.
- To recognise and be aware of the requirements of the Health and Safety at Work act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- To maintain routine paperwork and records in accordance with council policy. This will include checks on vehicles, machinery and premises, as well as the daily task management system.
- To be prepared to undertake physically demanding manual labour and work outside in adverse weather conditions.

The hours of work for contractual purposes are 37 hours per week. Working hours are 08:30 to 16:30 Monday to Thursday 08:30 to 16:00 on a Friday.

Evening and weekend working is occasionally required (2-3 occasions per year) for which compensatory time off will be given.

This job description is not a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified the Estate Warden will also be required to undertake any other duties commensurate with the status of the post. The Estate Warden will be required to pursue a programme of continuous professional development