



# HORNDEAN PARISH COUNCIL

## Estate Warden

Responsible to: Grounds Manager

### Job Description

#### **OVERALL PURPOSE OF THE JOB:**

To assist the Grounds Manager with the day to day management and operation of the councils land assets, including amenity sites, nature reserves, open spaces, recreation grounds and play areas.

#### **Main Responsibilities**

1. To represent the Parish Council in all areas of its open space provisions, as required, to the highest possible standard.
2. To be responsible for managing, maintaining and enhancing the Parish's flower beds, hanging baskets and abundant green spaces.
3. 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.
4. Carry out day to day practical site management and maintenance in order to comply with site management plans aims and objectives.
5. 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.
6. 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.
7. To maintain records, inventories and safety inspections for tools and equipment to comply with health and safety.
8. To ensure that all Horndean Parish Council vehicles and machinery are maintained, to undertake vehicle checks.

#### **Working Procedures and good Health and Safety Practice**

9. 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.
10. To be meticulous in maintaining routine paperwork and records in accordance with council policy. This will include check on vehicles, machinery and premises, as well as the daily task management system.
11. To maintain tools, vehicles and machinery to a high standard.
12. To be prepared to undertake physically demanding manual labour and work outside in adverse weather conditions.
13. To have experience in lone working in accordance with councils policy, as detailed in the staff handbook

## **General**

- (a) The hours of work for contractual purposes are 37 hours per week. Evening and weekend working is occasionally required (2-3 occasions per year) of the job for which compensatory time off will be given within the exigencies of the service and in line with Council policies.
- (b) 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.
- (c) The Estate Warden will be required to pursue a programme of continuous professional development.