

## HAVERHILL TOWN COUNCIL JOB DESCRIPTION

<b>JOB TITLE:</b>	Community Warden Team Leader
<b>REPORTING TO:</b>	Operations Manager
<b>RESPONSIBLE FOR:</b>	Helping make Haverhill a better place to live, work and visit
<b>HOURS:</b>	37 per week to be worked flexibly between 7am and 5pm, Monday to Friday, with the requirement to work some evenings and weekends
<b>SALARY:</b>	SCP9, £14.13ph

### **JOB PURPOSE:**

The role is intended to contribute to civic pride within Haverhill by leading a small team of community wardens to ensure that the town is clean, tidy and well maintained. The work augments and does not replace the work done by District and County Council operatives.

### **KEY RESPONSIBILITIES:**

#### **Lead the Community Warden team to provide cover for:**

1. Handyperson tasks for Town Council and Community Trust property.
2. Grasscutting at the Zone, Arts Centre, Pump Track and Clements Community Centre.
3. Cleaning the children's Splashpad twice a week during the opening period.
4. Keep the following clear of litter: footpaths and walkways connecting areas of the town centre, routes leading to residential areas, cycle routes, perimeters of parks and sports areas.
5. Cut back verges, bushes and trees as required.
6. Keep Haverhill clear of graffiti and flyposting.
7. Keep street furniture in good condition.
8. Keep car parks clean, tidy and operational.
9. Act as a good ambassador for Haverhill Town Council. A uniform will be provided, along with Personal Protective Equipment. It is a condition of employment that these are worn appropriately at all times whilst working for the Council. A vehicle will be provided, which must be driven safely, competently and according to the Highway Code.

The post holder must comply with the Council's Equal Opportunities and Health and Safety Policies.

## **Equipment**

You will be provided with a vehicle, equipment and any personal protective equipment required for your role. The equipment is not permitted to be used for personal use.

## **Duties**

- Meet with the Operations Manager to agree priorities for the Community Warden Team;
- Provide feedback to the Operations Manager on issues found;
- Report any instances of damage beyond simple repair and any instances of general defects (e.g. missing items, potholes, bursts and floods) to the relevant entity;
- Report fly-tipped waste to West Suffolk District Council;
- Work safely in the public environment;
- Ensure Community Wardens wear clean town council uniform and that appropriate PPE is worn at all times.
- Carry out daily checks on the vehicle and ensure any routine maintenance or required repair are carried out according to the vehicle manufacturers requirements.
- Carry out basic daily safety checks on equipment and carry out any maintenance required.
- Provide caretaker services to Haverhill Community Trust property.

Where it is not possible for the work to be promptly carried out by other agencies, assign tasks to wardens such as, but not limited to:

- Clearing litter using pickers, broom and shovel;
- Cutting back undergrowth on path verges;
- Keep gully grid tops, highways crossing refuges, drainage grips and highway culverts free of leaves, weeds and other debris;
- Remove graffiti on a responsive basis from public street furniture;
- Remove fly posting from public street furniture;
- Clean road signs ensuring their general visibility;
- Carry out basic public street furniture repair/maintenance/painting as required;
- Check car parks are tidy, ticket machines operational and cars are displaying valid permits to park;

## **Further Responsibilities**

- Lead community wardens in providing support to council activities outside your normal sphere of work;
- Act as official keyholder;
- Carry out any other task as directed by the Operations Manager or Town Clerk;
- Undertake training as required, and ensure all Community Wardens have up-to-date training and valid licences required to do the tasks assigned to them;
- Maintain an accurate record of all work, reporting to the Operations Manager and others as appropriate;
- Some additional work out of normal office hours and at weekends will be required, for which notice will be given in advance, with either time off in lieu or additional pay at your normal rate, at the sole discretion of the Town Clerk.

PERSON PROFILE		
<b>POST</b>	<b>Community Warden Team Leader</b>	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	Some experience of general maintenance-type work is required	Working outdoors in a role with transferable knowledge, skills or training, whether as a paid worker or volunteer. Work in a building-related trade or caretaker-type role. Team leadership
<b>SPECIAL CIRCUMSTANCES (hours, transport etc)</b>	Full driving licence  The ability & willingness to drive a LWB van, including being able to be insured to drive a council vehicle.  You must be available to work the hours agreed with you, including occasional evenings and weekends.	
<b>SPECIALIST KNOWLEDGE (training will be provided)</b>	No previous specialist knowledge is assumed – training will be provided where required.	Relevant certificate of training: (e.g. 'Chapter 8' Highways Training)  An understanding of health and safety procedures whilst working on the public highway.  Understanding of care required when using equipment or chemicals to carry out tasks in a public environment.
<b>PRACTICAL AND INTELLECTUAL SKILLS</b>	Ability to lead a small team of workers to ensure assigned tasks are completed.  Competent in relevant practical skills.  Prioritises and plans work to meet operational deadlines.  Communicates clearly and understandably with a range of different people and groups (Part 7 Immigration Act 2016 applies).  Reasonable level of written English.	Team Leadership  Relevant qualifications in practical work (e.g. painting)
<b>DISPOSITION/ ATTITUDE</b>	Be enthusiastic about the appearance of the town.  Be able to give clear direction to wardens.  Willing and able to use initiative and to accept responsibility for your decisions.  To be hard working, cheerful and a good ambassador for the Town Council, approachable, tolerant and courteous to the public.  Willing to develop personally and to undertake any training identified as necessary to maintain their knowledge.	
<b>HEALTH</b>	Sufficiently fit, healthy & with the physical stamina for the type of work and the environment in which you will be working – any appointment will be subject to an initial health screening and regular ongoing screening that you remain fit for the role.	