

## HAVERHILL TOWN COUNCIL JOB DESCRIPTION

<b>JOB TITLE:</b>	Community Warden, aka Parish Handyman
<b>REPORTING TO:</b>	Operations Manager
<b>RESPONSIBLE FOR:</b>	Helping make Haverhill a better place to live, work and visit
<b>HOURS:</b>	20 hours per week to be worked flexibly between 7am and 5pm over 5 days per week.
<b>SALARY:</b>	£12.00 per hour

### **JOB PURPOSE:**

The role is intended to contribute to civic pride within Haverhill by helping to ensure that the town is clean, tidy and well maintained. The work compliments the work done by District and County Council operatives.

### **KEY RESPONSIBILITIES:**

#### **Work with Volunteers, Havebury Housing, Suffolk County Council, West Suffolk Council streetscene services and others to:**

1. Handyman tasks for Town Council and Community Trust property.
2. Grass cutting at the Zone, Arts Centre, Pump Track and Clements Community Centre.
3. Clean the children's Splashpad twice a week during 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. 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;
- 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 all uniform and 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 cleaning 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 others:

- 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 public car parks are tidy.

## **Further Responsibilities**

- Provide assistance 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;
- 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.

<b>PERSON PROFILE</b>		
<b>POST</b>	<b>Community Warden</b>	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	No previous experience 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
<b>SPECIAL CIRCUMSTANCES (hours, transport etc)</b>	Full Clean driving licence The ability & willingness to drive a light 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>	You will be able to effectively and efficiently use <ul style="list-style-type: none"> <li>• Pruning equipment</li> <li>• Broom and shovel</li> <li>• Picking equipment</li> </ul> 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.	Relevant qualifications in practical work (e.g. painting)
<b>DISPOSITION/ ATTITUDE</b>	Be enthusiastic about the appearance of the town. 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 & 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.	