



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Assistant Town Warden</b>
<b>PLACE OF WORK:</b>	<b>Berwick-upon-Tweed</b>
<b>SPINE POINT:</b>	<b>SCP Range 3 – 6 (£18,887 - £20,043)</b>
<b>HOURS OF WORK:</b>	<b>Full time - 37 hours a week, there is a requirement for weekend work on a rota basis and/or a standby arrangement as required</b>
<b>ALLOWANCES:</b>	<b>Casual car user allowance / use of a Council van</b>
<b>REPORTS TO:</b>	<b>Town Warden</b>
<b>SUPERVISORY RESPONSIBILITIES:</b>	<b>None</b>

### **A Main Purpose of the Job**

To ensure the effective delivery of a wide range of streetscene and horticultural related activities on land owned and maintained by the Council and its clients. To provide efficient, high quality, skilled maintenance of the grounds, parks, and open spaces.

### **B Areas of Day-to-Day responsibility**

- General horticultural and cleansing work on various Council owned sites
- Supporting the Town Warden to maintain all Council owned sites to a high standard

### **C Summary of Responsibilities and Duties of the Job**

1. To undertake a task in support of the development and maintenance of the Town Centre, open spaces, recreation areas, play equipment, public footpaths and allotments.
2. To ensure that all work allocated is carried out in accordance with the needs of the Council and meets all relevant legal requirements.
3. To carry out tool and equipment maintenance as required.
4. To use the correct equipment for all tasks in a safe manner wearing any necessary personal protective equipment including Hi-Vis items of clothing at all times.
5. Ensure that compliance to the relevant health & safety regulations are maintained by one-self and colleagues and bring to the attention of management any deviance.

6. To contribute to any investigation into complaints and enquiries from customers and colleagues in accordance with good service practice.
7. To provide cover for the Town Warden when necessary.
8. To attend and contribute to staff meetings.
9. The duties of the post will include, but are not limited to, the following areas:

- Grass Cutting
- Upkeep of flower beds, borders & trees
- Tree/flower planting
- Watering of plants
- Litter collection/emptying of bins
- Installation of street furniture
- Street cleansing
- Weed spraying
- Maintenance of open spaces and footpaths

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

## **D Other information**

### **External and Internal Contacts**

Councillors, customers, contractors, suppliers, members of staff and partner agencies.  
Face to face, telephone, written and electronic communication.

### **Working Environment**

Mainly outdoor based.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

### **Health and Safety at Work**

Berwick Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

### **Data Protection Act 2018**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

### **Council Policies**

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

### **Performance Management**

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

## ASSISTANT TOWN WARDEN

### PERSON SPECIFICATION

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
Educational Qualifications	5 GCSE's grade C or above (including English and Maths) or equivalent NVQ or relevant experience.  Commitment to further professional development where required.	High level of literacy and numeracy.
Communication Skills	Good written and oral communication skills.	Ability to remain calm and act diplomatically when coming into contact with the public.
Knowledge and Experience	Experience or understanding of horticultural and street scene works.	Experience of working with the public.
Skills	Ability to work in a team or alone for long periods, organise own workload effectively, prioritising tasks and making informed decisions to deliver results.  Ability to undertake different tasks in various locations from day-to-day.  Ability to maintain tools and equipment.	An ability to work under pressure with changing priorities and timescales.
Information Technology		IT literate with experience and practical ICT skills.
Other	A flexible approach to working and the ability to respond at short notice to a wide variety of tasks.  Ability to work outdoors in all weathers.  Have enthusiasm and motivation to improve the environment of Berwick-upon-Tweed.  Forward thinking and proactive.	UK Driving Licence