

JOB DESCRIPTION

TOWN RANGER

Job Grade:	SCP 12
Salary:	£22,183
Contracted Hours:	37 hours per week
Contracted Days:	Friday – Tuesday (including weekends and bank holidays)
Annual Leave:	28 days per annum (including public holidays)
Contract Type:	Full Time – Permanent
Responsible To:	Town Clerk / Deputy Town Clerk
Based At:	The role includes working at all Town Centre premises and across the Town.
Car User:	Casual User Only
Job Description Date:	February 2021
Politically Restricted Post?	No
Enhanced CRB Check?	No

Purpose of the Role:

To undertake day to day tasks relating to the management and maintenance of the Town Council's premises, land and other physical assets.

To undertake day to day tasks related to the Town Council's goal of improving and maintaining standards of environmental and community safety, cleanliness and well-being for the Town as a whole.

When people visit the town we want to generate consistent and positive responses

Main Duties and Responsibilities

1. To be responsible for litter picking and cleaning / maintenance within parks and open spaces under the control of the Council.
2. To carry out regular inspections of the play areas and dealing with any minor maintenance and cleaning requirements.
3. To carry out inspection of allotment sites, carry out any enforcement action and clearance required including showing prospective tenants around allotment sites.

4. To collect market rents, liaise with traders and ensure the records of traders is kept up to date.
5. To assist with Town events.
6. To work with community and volunteer groups to undertake practical activities and tasks on the ground – offering support, supervision, training and encouragement e.g overseeing a community litter pick.
7. To update notice boards and organise them with new notices, agendas and marketing materials and to remove those which are out of date.
8. To carry out small scale landscape / horticultural works and planting and maintenance of Town Council flower beds, planters and allotment sites.
9. To identify street signage and street furniture (benches, dog bins, bus shelters, waste bins etc.) in need of cleaning and to carry out this cleaning using appropriate equipment.
10. To provide relief support to caretaking staff at community buildings.
11. To ensure that any vehicle provided by the Council is kept clean and that weekly vehicle checks and maintenance tasks are carried out.
12. To assist the outside workforce as and when required.
13. To be responsible for ensuring adherence to the Council's adopted Policies
14. To contribute towards site management plans and risk assessments to ensure safe and sensible working practices.
15. To liaise with Council contractors as required
16. To promote a positive image of the Town Council at all times and to maximise opportunities for positive public engagement with the Council.
17. Any other reasonable duties as may be required from time to time by your line manager or the Council.

Personal Duties:

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat any colleagues, Councillors, partners and members of the public with respect and equality.

PERSON SPECIFICATION

TOWN RANGER

	Essential	Desirable
Qualifications	Demonstrable good level of literacy and numeracy.	Educated GCSE Level 3 or above in English and Maths or equivalent
	Full clean driving licence	Training or work based certificates / qualifications relevant to the role.
		Landscape / Horticultural / Arboriculture qualification.
		First Aid Certificate
Work Experience	Experience of working in a public facing role	
	Experience of carrying out minor maintenance tasks with the use of hand and power tools	Landscape or grounds maintenance experience
Skills, Knowledge and aptitude	Good General DIY / Maintenance skills	
	Working knowledge and understanding of Health and Safety compliance requirements and of producing risk assessments for day to day as well as COSHH and machinery operations.	
	Good Communication skills: face to face, written, social media and website	
	A friendly, courteous and helpful manner	
	Well organised and able to prioritise workload	
	Self-motivated and able to problem solve	
	Able to work on own initiative and as part of a team	
Other	Committed to continuous development and undertake training relevant to the role as required.	