West Horsley Parish Council

Appendix 15: Job Description for Village Warden

Introduction

West Horsley Parish Council would like to contract an individual as Village Warden. He/she will proactively carry out a range of services within West Horsley, taking care of the village environment and ensuring that it is kept clean, safe, well presented, and maintained to a high standard.

The post holder will be required to work throughout the village, identifying and tackling minor, resolvable issues, whilst reporting more significant issues to the relevant public authorities and the Clerk of the Council. He/she will carry out specific duties, listed below, as well as any other duties as may be reasonably requested by the Clerk.

The role involves working outdoors, being visible, and communicating with the public. The post holder is expected to work on their own initiative with little supervision.

All applicants must be able to produce public liability insurance documentation for the sum of £5 million and agree to undertake all work in accordance with the West Horsley Parish Council's Health and Safety Policy.

Hours of Work

- The Village Warden will work 21 hrs per month (to be reviewed after three months).
- He/she will be paid monthly.
- The contract will be reviewed after six months and will then stand for a further 30 months.
- Occasional weekend and evening work may be required by prior arrangement.

Specific Duties

- Tour the whole village regularly to identify issues (e.g. broken road signs, potholes, street furniture, empty salt bins)
- Check the condition of the pavements and footpaths and report issues to Clerk and relevant public authority
- Clear-up litter and remove graffiti and flyposting
- Clean, maintain, repaint and repair (where possible) the Parish Council's bus shelters, street signs, benches, litter bins and noticeboards
- Empty the litter bin in the Village Orchard weekly during summer months and as required at other times
- Carry out light grounds maintenance e.g. cutting back vegetation overhanging roads and footpaths, or obscuring road signs
- Village Hall
    - Monthly inspection of the roof and guttering of the Village Hall from ground level
    - Quarterly checks of the gutters, cleaning out as necessary

- Carry out minor repairs to playground equipment as noticed during the weekly and annual safety inspections
- Annual pressure wash of the wet pour surfaces and benches in the playground
- Clear the drain running along the playground side of the car park every six months

Administrative

- To work within supplied risk assessments and safety requirements, completing any necessary documentation
- To maintain a diary of tasks, noting key points and adhering to deadlines
- To be generally flexible to assist in an emergency
- To receive instructions from, and report to, the Clerk
- To also liaise with the Lead of the Parish Council's Asset Management Task Group

Requirements

- The post holder is required to use his/her own equipment in order to carry out the above duties.
- The post holder is required to source materials required to complete regular tasks e.g. cleaning road signs or removing graffiti. Expenses will be paid.
- The postholder is required to supply estimates for time and materials for any larger tasks/repairs. Expenses will be reimbursed and where appropriate, additional working hours will be paid.
- The post holder will be responsible for arranging and maintaining their own insurance cover.

Rate of Pay

The post holder will be self-employed and will be paid a rate of £20 per hour payable monthly. The hourly rate will be reviewed annually.

Expenses

All reasonable costs/expenses (e.g. materials to complete a required task) will be reimbursed at cost.

Personal Specification

CATEGORY	CRITERIA	ESSENTIAL	DESIRABLE
Education	Good general standard of education	x	
Work Experience	Experience of grounds maintenance	x	
	Experience of operating light equipment including hedge cutters	x	
Organisational Skills	Ability to prioritise workload and maintain varying deadlines	x	
	Ability to identify and respond to unexpected events and opportunities	x	
	Ability to work calmly under pressure	x	
Communication Skills	Assertive, tactful and diplomatic	x	
	Experience of relating to people at all levels	x	
	Ability to project positive image of the Parish Council and local community	x	
Personal Qualities	Ability to work professionally and on own initiative	x	
	Physically fit and able to lift and move large objects/materials around	x	
	Full driving licence and own transport	x	
	Must own the necessary light equipment to fulfil the day-to-day role	x	
	Commitment to, and understanding of, Health & Safety regulations and practices	x	
	Ability to follow instructions	x	

Prepared by the Clerk, June 2022