

## **WESTON-SUPER-MARE TOWN COUNCIL**

### **JOB DESCRIPTION**

<b>Post</b>	Community Ranger
<b>Hours</b>	Full Time - 37 hours per week
<b>Salary</b>	JG3
<b>Responsible to</b>	Grounds Manager

### **Management and Relationships**

The post will report directly to the Grounds Manager as part of a team of operational staff undertaking the delivery of the grounds maintenance matters of Town Council's owned/leased sites and a range of other assets. It will be necessary to provide general team-support to the other designated staff in the department and work in conjunction with internal and external stakeholders to ensure the overall delivery of a professional service.

### **Purpose of Job**

The duties of this post are divided into the following major areas: - the balance of these duties may vary between posts: -

- Undertake maintenance, conservation and compliance works across Weston Town Council sites.
- As part of an operational team undertake the delivery of general grounds maintenance specific to Town Council green spaces and assets. To include parks & play areas, street furniture, public amenities, tree works, civic and community events and Weston-In-Bloom.
- Report direct to the Grounds Supervisors for operational service delivery in the absence of Grounds Co-ordinator.
- Post holders will be expected to work as part of a team within the operational grounds department, including waste removal and disposal, re-cycling and covering other areas including play area inspections, water park maintenance and testing.

### **Designated Tasks**

- To work closely with other partners, stakeholders and the general public.
- To undertake a range of tasks, irrespective of land ownership (providing permissions can be sought), in the designated areas which can be safely undertaken. These include supporting the maintenance of open spaces and play areas on a daily basis, litter picking, sweeping and emptying of litter/dog bins to deal with 'hot spot' issues as appropriate.
- Removal and control of weeds and other vegetation.
- Grass cutting/strimming, shrub and hedge cutting operations on an ad hoc basis, as required and other horticultural duties as specified.
- Minor pruning of bushes and trees as required.
- Taking appropriate action in dealing with dog faeces, fly tipping, fly posting and graffiti.
- Minor building/grounds works.
- Emergency cleaning, painting and minor repairs to street furniture, including benches, bins, bus shelters etc.
- Salting and gritting in specified locations, as directed.
- Undertaking the watering requirements of the Weston-in-Bloom initiative and Weston Town Council owned sites.

## **General Tasks**

Be aware of, comply with and work within relevant Health & Safety legislation, Council H & S policies and procedures as detailed in the H & S documents, risk assessments and specific method and COSHH statements.

- To report incidents and complaints as required to supervisor.
- Follow reporting procedures in relation to accidents, incidents, dangerous occurrences and near misses involving persons (Council employees or otherwise) on Council property.
- Compliance with uniform and PPE requirements associated with the role.
- Make suggestions and contributions to the improvement, development and planning of the service.
- Engage in SDP/SDR and team meetings discussion.
- Undertake mowing and strimming using a variety of machines.
- On all sites to undertake litter picking (prior to mowing) and empty litter/dog bins on a regular basis.
- Undertake minor repairs, litter collection, graffiti removal and maintenance work and the removal of other materials as required.
- Report repairs or defects affecting Council grounds assets as well as cemetery furniture and fittings to the Grounds Co-ordinator.
- Assist with updating and maintaining information boards and signage.
- Carry out duties in a safe and professional manner.
- Undertake minor maintenance works as directed on other Town Council owned assets. This may include allotment bus shelters, signage, public amenities and attending other Council managed sites inc Grove House, Theatre and Museum.

## **Events and Other Works**

Any other duties as reasonably requested that may be allocated from time to time.

- Participate in delivering civic events where operational assistance may be required. To include Remembrance Day Service, Xmas Lights Switch-On and Mayor making Ceremony.
- Provide operational assistance in the delivery of a variety of community events. These may be associated with Weston in Bloom or stand-alone events such as the Literary Festival.

## **General**

- To work in close liaison with the Grounds Co-ordinator with weekly regularity to ensure clear lines of communication.
- Any other responsibilities of a similar nature that may be designated
- Comply with systems and processes and Council Policy and Procedures.
- Complying with the Council's Equal Opportunities, Equality and Diversity, H & S and Safeguarding and Data Policies at all times.
- Where appropriate to act as a designated key holder for Town Council facilities which are the responsibility of the Grounds Service.
- Undergoing any other duties as reasonably requested by the Grounds Co-ordinator, Grounds Supervisor or Assistant Town Clerk (Operational Services).
- Assist with the Council's civic and community programme.
- Undertake other duties commensurate with the experience of the post holder and grading of the post as may be reasonably delegated from time to time.
- Undergoing such training as shall be identified by the Grounds Supervisor/Grounds Supervisor.
- Undergoing such training as shall be identified by the Grounds Co-ordinator/Supervisor.

This job description may be reviewed and amended to suit departmental requirements in consultation with the postholder, in the light of any organisational developments within the Council.