

BRACKLEY TOWN COUNCIL

JOB DESCRIPTION

Job Title:	STREET WARDEN
Location:	Brackley
Salary:	NJC points 18-21 (£18,070 – £20,138) pro rata
Hours	20 Hours per week (initially for a one year fixed term contract)
Responsible to:	Town Clerk

JOB PURPOSE

To act as the Council's 'trouble-shooter' with regard to environmental matters.

To co-ordinate with the team which maintains the Town Council's facilities in order to present an attractive, welcoming and safe environment for members of the public.

To act as a primary point of contact in relation to environmental issues such as dog fouling, fly-tipping, littering, inconsiderate parking, abandoned vehicles, vandalism, fly posting and graffiti.

Key Responsibilities

- As directed by the Town Clerk, the Street Warden will co-ordinate with the grounds maintenance supervisor, who organises the maintenance of the Council's recreation areas and playgrounds, to address local issues.
- The Street Warden will work, principally, on their own.
- The Street Warden is the primary point of contact with the office in relation to environmental issues
- The job is not routine, different tasks will be required according to the problems arising.
- The Street Warden will be required to work primarily outdoors all day, sometimes in inclement weather
- The job will require flexible working with some evening and weekend working as well as early starts.
- *The post is subject to satisfactory DBS and medical checks*

The Street Warden will be required to:

- Achieve a noticeable presence on Town Council land and facilities
- Work in partnership with the police and local organisations

- Complete all tasks to a high standard
- Utilise vehicles competently when required
- Liaise with staff and service users / members of the public in a professional manner
- Conduct regular site inspections
- Comply with the Council's Health and Safety requirements to achieve a safe working environment for staff and service users
- Record hours worked in order to complete timesheets
- Keep comprehensive records of issues and incidents dealt with

Carry out other related tasks as may from time to time be necessary, as instructed by the Town Clerk or.

Necessary Skills and Competencies

- Experience of dealing with members of the public in difficult / sensitive situations
- Experience of working with children and young people
- Experience of and working alone and managing workload
- Good level of fitness to be capable of withstanding the physical demands of the job
- Some knowledge of the law in relation to environmental issues
- Common sense practical skills
- Knowledge and understanding of safe working practices
- Basic computer skills using Microsoft Word and Excel
- Full, clean driving licence
- Good communication skills.
- A flexible attitude.

The behaviours that must be demonstrated in the job.

- Excellent communication and customer service skills
- Confidence to deal with unusual / difficult situations / people
- Responsible attitude to health and safety
- Flexibility across tasks / locations with 'can-do' attitude

Signed by the Town Clerk

Date:.....

Agreed and signed by the Postholder

Date:.....