

Job Description

Job Role: Assistant Area Caretaker

Reports to: Area Caretaker/Town Clerk/Chair of Personnel

Salary Scale: NJC Scale 12-15

Summary:

The Assistant Area Caretaker will, in conjunction with the Area Caretaker, represent Wolverton & Greenleys Town Council to the public, and feed back any issues of concern regarding the quality of the local environment to the Council. Under the direction of the Area Caretaker, the Assistant Area Caretaker will also take action to remedy the quality of the local environment where appropriate. In conjunction with the Area Caretaker and other Council staff, the Assistant Area Caretaker will assist the Council with their programme of events and community development initiatives and horticultural tasks.

Essential duties and responsibilities:

1. To plant and maintain the Town Hall gardens, flower baskets and land belonging to or managed by the Town Council.
2. To undertake weekend, evening and early morning duties as directed.
3. To assist with festival events throughout the parish as and when required.
4. To carry-out weed control, plot preparation and general maintenance at any allotments administered by the Town Council.
5. To undertake practical jobs such as footpath clearance, strimming, hedge cutting etc. as directed by the area caretaker.
6. To keep pathways and walkways surrounding Town Hall & car park free from litter, weeds, leaves, snow and ice.
7. To assist in the implementation of festivity displays around the town council area.
8. To remove graffiti where required.
9. To inspect and maintain dog bins.
10. In liaison with Milton Keynes Council remove fly posting and graffiti, inspect and report damage of street furniture.
11. Maintain street furniture, including bollards and lampposts.
12. Conduct repairs to planters
13. Inspect Wolverton on a Friday to ensure that rubbish has been removed by Milton Keynes Council's contractor and liaise with contractor for its removal if not collected. Collect if necessary. This task to be performed dependant on workload.
14. To help prevent crime, vandalism and anti-social behaviour by being a visible presence and acting as the 'eyes and ears' of the Town Council.
15. To encourage a feeling of community and pride throughout the town council area.

16. To report 'sites of concern' such as fly tipping, abandoned vehicles, road and pavements in need of repair, faulty street lights and other environmental problems around all wards on a regular and frequent basis.
17. To take all reasonable care for the Health and Safety of self and others, and carryout all tasks and duties in accordance with the Health and Safety Policy of the Town Council.
18. To drive the parish vehicle and be responsible for its day-to-day maintenance and cleanliness.
19. To adhere to the van usage policy.
20. To take full responsibility for Town Council equipment.
21. To undertake minor maintenance tasks to all Town Council properties
22. Locate and download data for the Speed Indicating Devices
23. To maintain and update council noticeboards
24. Assist with Britain in Bloom and other community projects
25. To lock and unlock the Town Hall as required.
26. To identify training needs and undertake agreed training that will be of benefit to the Town Council and enhance personal development.
27. To undertake any other reasonable duties commensurate with the post and grade.

NOTE: The Council reserve the right to amend Job Descriptions. However this is usually done in consultation with employees.

Signed.....

Date.....