



MELKSHAM TOWN COUNCIL

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Town Warden (Grounds Maintenance)
Scale Grade:	SCP 10 – 12 (£15,613.00 - £16,123.00)
Hours of work:	Full Time (37 hours per week) Any 5 from 7 Working Days
Responsible to:	The Town Caretaker

Job Purpose: To be part of a proactive team responsible for maintaining a high standard of groundsmanship and horticulture within the town and providing support and assistance to the caretaking team in terms of maintenance and streetscene activities, enhancing the profile of the Town Council and of Melksham generally.

Key Tasks:

- To carry out tasks of routine horticulture, groundsmanship and general husbandry including grass cutting, strimming at Town Council owned or maintained sites including parks, play areas and open and closed cemeteries.
- To assist as directed with regular periodic safety inspections, maintenance checks and remedial actions on grounds, premises and equipment at any Town Council owned or managed facilities.
- To undertake streetscene cleaning tasks around the town to include street sweeping, litter collection removal and disposal, weed clearance etc. from public spaces, pavements, shopping areas, minor roads, recreations areas, parks and car parks. This includes the emptying of bins, manual litter picking and the safe removal and disposal of dangerous or hazardous materials.
- To undertake general maintenance in the town, to include the cleaning of, and repairs to street furniture, bus shelters, signage etc. as required.
- To weed spray and remove weeds in and around the town
- To respond to requests to clear isolated reports of littering/broken glass etc.
- To assist with general repairs, cleaning and maintenance of the Town Council's owned or managed properties, plant and equipment.
- To assist with the management of the Town Council's allotment portfolio.
- To assist with the planting, watering and maintenance of the town's floral displays.
- To deal with the public in a polite and respectful manner.

The duties listed above will require the use and operation of associated tools and equipment.

This is not an exhaustive list of duties and responsibilities and may vary from time to time, without changing the general nature of the post or the level of responsibility.



Person Specification
Skills and knowledge
<ul style="list-style-type: none">• Practical experience of horticulture maintenance and husbandry• Practical experience of streetscene activities• A clean and valid driving licence
Attributes
<ul style="list-style-type: none">• Ability to plan and prioritise efficiently• Ability to use initiative whilst working unsupervised• Ability to work and contribute as part of a team• Ability to safely use a range of machinery and tools including power tools• A good knowledge of general maintenance• Ability and willingness to work a flexible work pattern including weekends and bank holidays• Creative and practical• Able to deal with a wide range of ongoing tasks• Able to achieve targets and work to tight deadlines• A rigorous attention to detail• A good knowledge of health and safety & COSHH requirements and responsibilities• A flexible and versatile approach to work
Personal qualities
<ul style="list-style-type: none">• A sense of pride in your work• Excellent interpersonal communication skills• Resourceful, well organised and able to work on own initiative• Able to work under pressure and deal with challenging situations• Strong team working ethic• Friendly and co-operative• Good personal organisation and time management• Active commitment to promoting equal opportunities in all aspects of work• Energy, commitment and drive to achieve success• Physically fit and able to undertake a wide range of physical activities