

CHALFONT St. PETER PARISH COUNCIL

Council Office, adj. The Community Centre, Gravel Hill, Chalfont St Peter, Bucks, SL9 9QX
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Website: www.chalfontstpeter-pc.gov.uk



Clerk: Mrs Debbie Evans

Deputy Clerk: Nick Stayt

JOB DESCRIPTION – ASSISTANT HAYWARDEN

Post Title:	Assistant Haywarden	Salary: £17,000 to £19,000 (Depending on qualification and experience)
Responsible to:	Head Haywarden	Closing date: 20 th September 2017

GENERAL DESCRIPTION

The post-holder will be expected to carry out general maintenance duties relating to the work of Chalfont St Peter Parish Council ("the Council").

MAIN DUTIES AND RESPONSIBILITIES

Commons – Gold Hill and Austenwood – Cut grass in the summer and undergrowth in the winter. Inspect and repair play equipment, installation and oversight of seats and litter bins and empty as required. Woodland and annual grassland management.

Cheena Meadow and Mill Meadow – Cut grass in the summer, inspect and repair play equipment. Install and maintain seats and bins. Keep clear of litter and empty bins as required. Trim hedges. Harrow, fertilise and mow Mill Meadow.

Devolved Services – Highways verges - mow, strim and maintain the village road side verges. Footpaths – side out, weed spray and keep clear for pedestrians. Rights of Way – keep clear the ground level access using appropriate machinery.

Garden of Rest – cut grass in the summer, tend flower beds and trees, fill in when necessary. Trim hedges; keep paths clear of leaves and weeds. Prepare graves for burials including digging the cremated remain graves, mark graves for erection of memorials, and check headstones.

St Peters Garden – cut grass, tend flower beds, clear litter, keep paths clear of weeds and tidy graves.

Footpaths – cut back growth to keep clear and sweep tarmac paths of leaves in winter.

Allotments – cut back grass along paths and overgrown allotments. Turn water off in autumn and on in Spring. Take care of taps. Occasional clearing of allotments.

Trees on all sites – Report any dangerous trees. Cut back dead or decaying braches.

Garages and workshop – Keep tidy garages, workshops, tools and machinery. Carry out regular checks, maintain and keep machinery and tools clean.

General – care of notice boards and other tasks as directed by the Head Haywarden or the Clerk. Maintenance of the village and office compound.

Winter – Spreading salt/grit as required.

The post-holder will be expected to work alone on occasions, during which time he/she will ensure all appropriate risk assessments and health & safety requirements are adhered to.

The post-holder may be required to carry out ad hoc minor maintenance works and other duties (such as painting and decorating, basic joinery and minor repairs)

The post-holder may be required to be available for overtime as required by the Clerk to the Council or for emergency call-outs as necessary.

GENERAL DUTIES AND RESPONSIBILITIES

Training - The post-holder will keep up to date, so far as is necessary for the efficient execution of the job, with new legislation, procedures and techniques. The post-holder is responsible for keeping his own training needs under review and bringing any training requirements to the attention of the Head Haywarden

Health and Safety - The post-holder will take reasonable care for the health and safety of himself and of other persons who may be affected by his activities and where appropriate safeguarding the health and safety of all persons under his control and guidance in accordance with the provisions of Health and Safety legislation.

The post-holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of his duties.

Equal Opportunities - The post-holder will uphold the Parish Council's Equal Opportunities policies and practices thereby promoting fair and quality service for all.

Customer Care - The post-holder will deliver services in a way which is sensitive and responsive to those receiving such services.

OTHER DUTIES:

This job description indicates the broad areas of activity of the post. From time to time, however, other duties may be required but these will fall into the general area of responsibility.

The post-holder must have general DIY skills in order to carry out minor maintenance works and other duties such as painting and decorating, basic joinery etc.

The ability to deal with and communicate sensitively with, members of the public at all levels.

QUALIFICATIONS AND EXPERIENCED REQUIRED:

Essential

1. For our insurance purposes, the applicant must hold a full, clean and current driving licence.

Desirable

2. NPTC qualified on a Ride on Mower
3. NPTC qualified to use a Chain Saw
4. NPTC qualified in Tractor operations
5. NPTC qualified in brush cutters
6. At least 6 months experience of working with all of the above qualified NPTC machinery
7. Able and sufficiently confident to work on own initiative
8. The ability to work effectively as part of a team
9. NPTC Spraying PA1 & PA6
10. Experience in the uses of Flail, Fertiliser Spreader and Chipper.
11. First Aid trained
12. Experience of driving with a trailer or B+E entitlement after April 1997.