



EAST HUNTPSPILL PARISH COUNCIL

JOB DESCRIPTION

Village Ranger for East Huntspill Parish Council

The Village Ranger is responsible to East Huntspill Parish Council

East Huntspill Parish Council is an equal opportunities employer

GENERAL

To undertake light physical duties which will be predominantly outdoors, routine maintenance and conducting inspections, under the direction and management of the Council through the Clerk

This is a self-employed position

This is a responsible post covering a range of duties for which the Parish Council is responsible

MAIN DUTIES

1. Playing fields – Twice Weekly inspection and maintenance of all areas, including play equipment, playing fields and fencing perimeter; and other Council property (please note -mowing and strimming is dealt with under a separate contract); keeping tidy, free of dangers e.g. brambles and fit for purpose
2. Keeping a log of playing field inspections from a template provided
3. To improve, clean, maintain and repair other property of the Parish Council, i.e. bus shelters, noticeboards and seats around the village
4. Keeping the village free from rubbish by removing where necessary. (On a two-weekly basis)
5. Signage - ensuring that any village signs are visible by removing any vegetation as necessary and cleaning
6. Returning the logs, mileage claims and any reports to the Parish Clerk monthly
7. Collection of materials or equipment from local suppliers when required, for which travel expenses are paid
8. To co-ordinate the activities of any outside contractor employed to carry out works associated with Parish Council property
9. Represent the Parish Council when attending occasional and appropriate meetings with other agencies
10. Completing any ancillary task, with agreement, as asked for by the Council through the clerk as and when necessary.



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THE COUNCIL WILL BE RESPONSIBLE FOR

- 1 Payment for the work done, and including expenses claimed, monthly.
(receipts required)

THE SUCCESSFUL APPLICANT

- 1 A good level of literacy is required, i.e. inspection checklists to follow and complete
- 2 Good interpersonal skills, as the Village Ranger will represent the Parish Council
- 3 The Village Ranger will be reliable and punctual
- 4 The Village Ranger will be able to work on their own initiative, be able to carry out manual duties, be good at DIY and minor repairs
- 5 A flexible approach would be required to enable the Village Ranger to respond to (very occasional) call outs to premises in emergency
- 6 The successful applicant will need to have their own transport and all tools required to carry out the diverse work required
- 7 Will need to undergo a DBS check
- 8 Will need suitable insurance on their vehicle
- 9 Will attend each Parish Council meeting (once a month)

ADDITIONAL INFORMATION

HOURS 8 hours per week

PAY Starting at £15 per hour, paid monthly in arrears
Time sheets **MUST BE** submitted on time by 1st of each month

The permanent appointment will be confirmed, subject to satisfactorily completing a probationary 3-month trial period

After probationary period, a month notice to be given for termination of contract on either side

Candidates invited for an interview, will be required to provide two suitable current references