

## Frome Town Council

### Job Description

#### Town Ranger

This is a permanent, full-time contract

Grade: NJC SCP 15-25: £17,972 to £23,111

Hours of Work: 37 hours per week

Including some evening & weekend work; and work on Bank Holidays

Leave Entitlement: 23 days holiday per annum basic plus public holidays

Responsible to the Environment Manager

This post requires a satisfactory DBS check.

Town Council-branded uniform and suitable PPE will be supplied for work and must be worn when on duty.

#### Purpose of the role

Our vision is that places and spaces in Frome are managed and maintained to the highest standards – whether they're play parks; wildflower meadows; historic trees; or streets in the town centre.

We want the community to feel a sense of ownership and pride in our town - and we want them to be engaged in planning, maintaining and improving the town.

When people visit the town we want to generate consistent and positive responses.

This vision means that we want somebody to care for the town as a whole – not just the FTC estate – and we want them to take pride in the town and in their work.

It also means that we need someone who shares this vision - and has the practical skills, enthusiasm and dedication to deliver it.

#### Key relationships

Build and maintain productive working relationships with:

- Members of the public
- Community & volunteer groups
- FTC Councillors and colleagues
- Owners of all open spaces in the town (other Councils, churches and sports clubs, for example)
- Owners of car parks (primarily Mendip District Council)
- The County Highway Authority and other access providers (rights of way on public land, for example)
- Relevant contractors

## Main responsibilities and keys tasks

The Maintenance & Improvement of all the places and spaces in the town:

- Working with community & volunteer groups to undertake practical activities and tasks on the ground – offering support, supervision, training and encouragement e.g. overseeing a weekend litter pick or supervising a morning of shrub pruning
- Cleaning and maintaining FTC's estate, the town centre and the wider townscape to the highest standards - including street cleaning; repairs and improvements; and installing and maintaining street furniture such as benches, bins & signage
- Checking and responding directly to checklists and service contracts
- Play equipment checks and repairs
- Assisting with town events – including events on FTC sites; and events organised or supported by the Council
- Contributing to site management plans and site risk assessments
- Interpretation of plans; site preparation and construction; soft and hard landscaping; tree care; and other horticultural and landscaping tasks
- Contributing to task risk assessments to ensure safe and sensible working practices
- Using your own initiative within the broad guidelines of Council policy
- Being responsible for opening and closing FTC buildings & facilities; completing practical checks of the same – and undertaking identified repairs and maintenance

## General

This Job Description forms part of your contract of employment.

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise: some Bank Holidays.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork; providing assistance to others in covering holiday periods, sickness and any other contingencies when necessary.

The nature of the role means that the post-holder will be required to work outdoors in all weathers.

The post-holder will be expected to work on or near roads at times; and the role also includes some work in a confined (underground) space.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

Frome Town Council

Person Specification

Town Ranger

### Qualifications – Essential

Full driving licence

### Qualifications – Desirable

A to C in English & Maths at GCSE level or equivalent

Relevant competence certificates to operate machinery and undertake grounds and landscaping tasks, for instance Use of pesticides; Chainsaw operation; Tractor driving; Ride-on mowers

First-Aid certificate

### Knowledge, Skills & Experience

- A desire to improve the town and see things done properly
- A 'Can do' attitude and a willingness to get your hands dirty!
- A friendly, courteous and helpful manner
- Experience of engaging and working with the community, especially supervising and participating in volunteer tasks in open spaces
- Excellent people skills – creating strong relationships with a wide variety of groups and individuals
- Practical experience of maintaining outdoor spaces and hard landscapes
- Competence with grounds & landscaping machinery/equipment, such as tractors, chainsaws, brushcutters, strimmers, mowers and electrical & manual hand tools
- Working knowledge and understanding of Health & Safety compliance requirements and of producing risk assessments for day to day as well as COSHH and machinery operations.
- An ability to deal with tasks in an organised way – and as swiftly and effectively as possible
- An ability to work on your own initiative and be self-motivated