

<b>Job Title:</b> Park Warden	<b>Role Profile Number:</b> HC2393v2
<b>Grade:</b> K	<b>Date Prepared:</b> Updated Feb 2021
<b>Directorate/Group:</b> Planning and Regulatory Services	<b>Reporting to:</b> Head Warden
<b>Structure Chart attached:</b>	No

**Job Purpose**

- To contribute to the conspicuous care and conservation of Lydiard Park and ensuring the well-being and enjoyment of the visiting public.

**Key Accountabilities**

- Maintain a visible presence by patrolling the park, providing good public relations, responding to visitor concerns and ensuring that the Country Code and appropriate conduct is promoted and enforced
- Ensure public toilets to set standards by 10am daily and thereafter monitor and clean as necessary at regular intervals throughout the day, taking particular account of the day's schedule.
- Assist in reporting, surveying and collating visitor feedback and other data to support site market research
- Assist in a marshalling and caretaking capacity for park events and hiring's as directed
- Assist with the daily locking and unlocking of the entrance gates in accordance with requirements (subject to review) to ensure the security of the park
- Assist with daily inspections of play equipment and the surrounding safety surfacing, maintaining records, immediate reporting of defect sand non-specialist minor repairs and cleaning as required.
- Assist with maintaining and supervising of BBQ sites, collecting monies and accounting for such.
- Carry out daily litter collection, clearance and emptying of all litter bins and removal of dog fouling, with appropriate equipment, from paved areas, front lawn, BBQ field and events field.
- Carry out sweeping and cleaning of paths, steps and entrances as necessary and daily inspection of paved surfaces around buildings to maintain a high quality presentation for public access and reporting any defects to the Head Warden.
- Assist with the daily emptying of Car Park machines. Report any defects to the Head Warden
- Unlock and lock the Walled Garden and Churchyard on days when no gardeners are present.

**Supplementary Accountabilities**

- Undertake any other duties that can be accommodated within the grading level of the post as instructed.

### **Knowledge & Experience**

- Relevant experience in grounds maintenance or countryside management or similar
- Good presentation and communication skills, particularly verbal.
- Good team worker, also self-motivated and able to work on own initiative
- Tactful, alert and confident to interface with the public

### **Qualifications**

- 3 GCSE Grade C or above or compensatory experience
- Full driving licence
- First Aid Qualification

### **Decision Making**

- Day to day decisions relating to the prioritising tasks/work schedule enabling the smooth running of management and maintenance of Lydiard Park

### **Creativity and Innovation**

- Help to devise and present workshops, talks and activities to suit all ages
- Ability to work on own initiative and problem solve on site.
- Ability to work with minimal supervision.

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>•</li><li>•</li></ul>	<b>Responsibility</b>	.
<b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	<b>Asset Responsibility:</b>	

### **Contacts and Relationships**

- The post holder provides a high visibility interface with the general public in the park and is expected to be an ‘ambassador’ for the heritage site, its services and restoration project. The post holder will also communicate onsite with event organisers, volunteers, community groups, schools, grounds maintenance staff and contractors

## **Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

## **Other Key Features of the role**

The role involves regular outdoor work in all weather. Duties will entail working outside of normal office hours including weekends and other holidays and may include Lone Working. There is a requirement for early morning, evening and night work. Lifting heavy weights and using power tools is required. Occasional verbal abuse and aggression from people is to be expected.

A Shift system in in operation.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	