

Job Title: Country Park Assistant Warden	Role Profile Number: OPN124
Grade: K	Date Prepared: November 2021
Directorate/Group: Operations	Reporting to:
	Parks & Open Spaces Monitoring Officer

#### Job Purpose

- To support the Rangers to maintain the Country Parks including all of the park facilities.
- Work alongside the Rangers to operate and maintain public facilities across all parks, such as Splash Park, Mini Golf and Pitch & Putt, Toilets, Play Parks, and bin emptying

## **Key Accountabilities**

- Support the Ranger team to deliver as range of services within the country parks of Swindon.
- Maintain a visible present by patrolling and inspecting the parks.
- Respond to enquiries from members of the public about the parks
- Work in the kiosks during the spring and summer.
- Assist with minor gardening duties around the parks as directed by the Rangers or Trees, Grounds and Country Parks Manager.
- To take part in a structured rota system to ensure lone working is reduced across all park facilities.
- Work with members of the public through the Ranger volunteer programme.
- Take park in a programme of community events, walks, talks, workshops, displays, leaflets, school and community group visits, including those taking place over the weekend.
- Carry out a wide range of maintenance, repair and emergency works as necessary, along with litter picking and toilet cleaning.
- Contribute to the development and implementation of site plans and activity risk assessments.

#### Knowledge & Experience

- Experience of working in a public facing role.
- The ability to travel to different sites throughtout the day.
- Cash handling and till work.

- Good customer service skills.
- Ability to deliver on short term and long term objectives.
- Excellent communication skills.

# **Qualifications**

• Educated to GCSE A-C or equivilent

## **Decision Making**

- On a daily basis, the posthodler will be making decisions on minor repairs and cleansing activities.
- Confident to be able to communicate to the parks users.

# **Creativity and Innovation**

- Confident to express ideas in individual and group settings
- Flexibility and versitily to manage workload and conflicting deadlines

Job Scope	Budget Holder Responsibility	No
<ul> <li>Number and types of jobs managed</li> <li>Cleansing and maintenance activities across the country parks</li> <li>Serving customers at country park facilities</li> <li>Typical tasks supervised/allocated to others</li> <li>NONE</li> </ul>	Asset Responsibility	Personal equipment including IT equipment Small hand tools and cleaning equipment

# **Contacts and Relationships**

• Verbal communication with members of the public, senior managers and elected members.

# Other Key Features of the role

- Working outside in all weathers.
- Carrying loads.
- Risk of abuse and aggression from members of the public.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	