

# KINGS LANGLEY PARISH COUNCIL

## JOB DESCRIPTION - VILLAGE WARDEN

February 2021

### General

- The Village Warden's role covers a range of services taking care of the village environment to ensure that it is kept clean, safe, well presented and maintained to a high standard, tackling minor issues which he/she can resolve, and reporting more major issues to the relevant public authorities, via the office.
- The role is full-time, and occasionally the Warden will be required to provide assistance out of normal office hours with village events (e.g. helping at the Christmas Lights Fair and the village carnival) and other activities, with time-off in lieu.
- The role involves working outdoors, being visible, and communicating with the public.
- This job description is to be updated by the agreement of the Council and the jobholder.

### Responsible to:

- The Clerk to the Council

### Accountable to:

- Kings Langley Parish Council

### Requirements

1. Report to the Clerk to the Council.
2. Use the Council's transport and fuel payment card for Council business.
3. Arrange repairs, maintenance, servicing and MOT's of the Council's transport.
4. Be fit / agile to cope with duties.
5. Be courteous with the public and not bring the Council into disrepute.
6. Be generally flexible to assist in an emergency.
7. Use equipment, e.g. hand / power tools etc. and protective clothing provided by the Council and to keep these in good order and to carry out or arrange maintenance and repairs.
8. To work to a plan of work, as agreed with the Clerk (or Clerk's representative).
9. Maintain a log of work and travel.
10. To complete "Job Cards" to report and manage environmental and other issues.
11. Be generally alert to Health and Safety matters and environmentally friendly issues
12. Attend appropriate training sessions provided by the Council.
13. Be a call-out contact for the intruder alarm at Charter Court.

### Regular Duties

14. Tour the whole Parish regularly to identify issues (e.g. fly-tips, abandoned vehicles, broken signs, empty salt bins, potholes, blocked drains, damaged pavements, broken street lights etc.), and report as appropriate.
15. Clear-up litter / fly-tips / graffiti / fly-posting / leaves. Large problems (i.e. those too large for one person) need to be reported to Dacorum Borough Council, Hertfordshire County Council or other public bodies via the Council's Administrative Assistant or the Clerk (this may also be necessary for the pursuit of prosecutions).
16. Village Garden – maintain lawn / flowerbeds / border and monitor trees.
17. Maintain and care for (e.g. plant, edge, weed, water, dead-head flowers) public shrub & flower beds, troughs and planters.
18. Charter Court - tidy and clean yard, arrange hanging baskets, and assist with setting up meeting room, if required.
19. Council lock-up – be responsible for item stored and keep it clean and tidy
20. Clean, maintain, repaint and repair (where possible) the Parish Council's bus stop shelters, Parish benches, public notice boards and the war memorial
21. Monitor the Village Allotments (run by an association).
22. Inspect other Parish Council assets and report any issues to the office.
23. Do small-general maintenance work / painting.

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24. Do light grounds maintenance, e.g. cut back vegetation overgrowing road signs.
25. Clean / paint hitching rails, road signs and street nameplates.
26. Manage noticeboards, e.g. putting up and removing notices / posters.
27. Deliver mail to councillors.
28. Liaise with the Police Community Support Officer, Police Community Team, Dacorum Borough Council's environmental teams and Anti-Social Behaviour Team, other Dacorum wardens and other appropriate contacts.
29. Attend Council or Personnel Committee meetings, as requested or to raise specific issues.
30. Attend Warden meetings, e.g. with the other Wardens in Dacorum.
31. To carry out any other duties as may be reasonable requested by the Clerk or Clerk's representatives.