**Aldbury Parish Council**

**Role Description**

**Job Title:** Village Warden

**Work Location:** The village of Aldbury and the hamlet of Tring Station. Specifically the areas owned by the Parish Council, namely the Recreation Ground, Allotments, Playground and Village Green at Aldbury and the Play area at the back of the Iron Room at Tring Station.

**Reports to:** The Clerk

**Hours:** Approximately two hours a week, at the Warden’s discretion. Additional hours for one-off projects to be agreed with the Clerk.

**Job Purpose:** To take care of the Parish environment, maintaining and enhancing its appearance. To tackle minor issues which he/she can resolve and to report other issues to the relevant public authorities and the Parish Council. The role involves working outdoors, being visible and communicating with the public.

**Key Duties & Responsibilities:**

* Monthly inspection and litter pick of all areas of Aldbury Village, including seating, footpaths and gates, road signs and gutters on Toms Hill Road, water tank at allotments to identify issues (i.e. vandalism, broken or damaged signs, litter, overhanging branches, broken street lights and potholes).
* Monthly inspection and litter pick of Tring Station, including the play area at the Iron Room, to identify issues.
* Weekly inspection of Aldbury playground and completion of ROSPA checklist.
* Following inspection, undertake small repairs and clearance jobs. Report larger issues to the relevant body (e.g. Dacorum Borough Council, Herts Highways) and to the Clerk.
* Maintain a record of dates of checks carried out, remedial action taken or referrals made to other authorities/organisations. Record to reviewed and signed by the Clerk on a monthly basis.
* Sweep the Tennis court bi-monthly between April and October.
* Check contents of Asset Register annually with Clerk.
* Conduct annual Health & Safety Risk Assessment of Parish with Clerk.
* Ensure grit bins are full before winter (October), liaising with Dacorum BC and Herts Highways as necessary.
* Be available to members of the public to report issues.
* Check on/undertake other one-off jobs by arrangement with the Clerk e.g replacing posts at recreation car park and on deer fence