

STOKESLEY TOWN COUNCIL

TOWN WARDEN **ROLES AND RESPONSIBILITIES/JOB DESCRIPTION**

One full time position or two part-time positions (working 16 hours per week each)
Will be paid the Living Wage

1. The Town Warden is expected to undertake responsibilities generally without specific instruction in accordance with the job description and under the direction of the Town Clerk. Where required training will be provided, and health and safety guidance must be followed at all times.
2. The Town Warden will complete records as required by the Town Council in accordance with the job description.
3. The Town Warden is expected to maintain a safe working environment, always ensure use of Personal Protective Clothing and Equipment and make whatever arrangements necessary to ensure the safety of the public in the execution of his duties.
4. It is recognised that the Town Warden will need to liaise with the Town Council as his employers, this will be through the Clerk who will instruct and direct the Town Warden as necessary in relation to his duties.
5. The Town Warden will be expected to undertake training as required.

Duties will include, but are not limited to the following :-

6. The Town Warden will carry out a daily tidy up along the High Street, West Green, College Square, The Plain, Old Market Square and Levenside and remove any weeds from the cobbles and shop fronts (if necessary, this may initially include spraying with weed killer). The Town Warden will be asked to ensure that following the Friday and Saturday markets all litter is removed and the areas tidied. In addition, the Town Warden will ensure that the entrances to Stokesley are free of litter;
7. The Town Warden will clean the benches and bins along the High Street and Levenside weekly and conduct an inspection reporting any concerns or issues to the Clerk;
8. The Town Warden will clean the Town Notice Boards (including the one in the bus stop) on a weekly basis and ensure the bus stop is cleaned;
9. The Town Warden will carry out weekly cleaning of the bridges along the riverside and routine inspections of the footpath and riverbanks reporting any concerns to the Clerk. They will also ensure the river is free from debris and that the 'Drying Ground and Memorial Garden' are kept tidy and free from weeds. Routine inspections of the drains on Manorial Land will take place and cleared as required;
10. The Town Warden will carry out daily visual inspections of the cobbled areas and also the formal inspections required for the cobbled areas, car parks and areas of Manorial Land in accordance with the risk assessments;
11. The Town Warden will be trained to carry out cobble repairs;
12. The Town Warden will ensure the War Memorial is swept and weeded on a weekly basis;
13. The Town Warden will carry out simple maintenance and repairs as and when required;

14. The Town Warden will clean the Town signs each month, paying particular focus to those signs on the entrances to Stokesley;
15. The Town Warden will ensure that all the public rights of way are regularly maintained and free from rubbish and weeds;
16. The Town Warden will carry out routine checks at the allotments on a monthly basis and will assist the Allotment Caretaker with garden clearances etc;
17. The Town Warden will routinely check the housing estates and report any areas of concern, for example overgrown hedges, damage to benches/bins etc to the Clerk;
18. The Town Warden will clear snow and salt areas along the High Street, College Square, The Plain, Riverside and Bridges during the winter months;
19. The Town Warden will oversee the installation of the Christmas Tree and Christmas Lights;
20. The Town Warden will be the nominated contact for the Annual Fair;
21. The Town Warden will be trained to install the Vehicle Activated Sign equipment;
22. The Town Warden will be trained to provide cover for the Public Toilets / Play Park Caretaker to cover when they are absent from work;
23. The Town Warden will be trained to work as a Town Hall Steward to provide additional cover as required;
24. Such other duties as may from time to time be allocated to the Town Warden consistent with responsibilities of the post.

In addition, at such a time as the Town Council install Electric Vehicle Charging Points – the Town Warden will receive training on how they work etc and will carry out routine checks and cleaning of the equipment.