

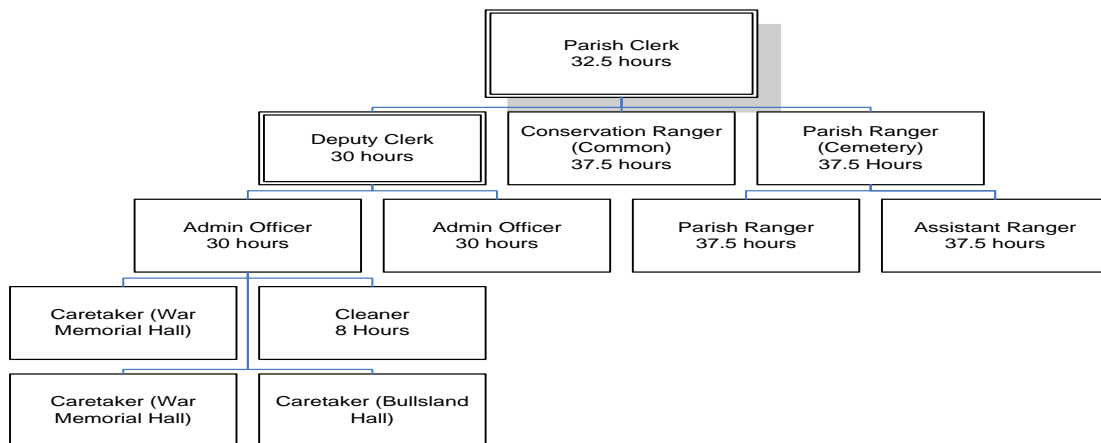


**CHORLEYWOOD PARISH COUNCIL  
JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Parish Ranger
<b>Salary band:</b>	Career Grade 18-25 (£17,714 - £22,212)
<b>Location:</b>	You will normally be based South Lodge, Rickmansworth Road, Chorleywood, Herts WD3 5SL
<b>Hours per week:</b>	37.5 hours per week.
<b>Driving licence requirement:</b>	Yes
<b>Payment Allowance:</b>	Inner Fringe Weighting allowance
<b>Responsible to:</b>	The Clerk
<b>Responsible for:</b>	N/A

**PLACE IN ORGANISATION CHART OF DEPARTMENT:**

**Chorleywood Parish Council**



**Purpose of Role:**

- To assist with the maintenance of Chorleywood Common in accordance with the relevant management plans.
- To assist with the progress work activities and contracts relating to all outside responsibilities of the Council.

**Key Accountabilities:**

- Assisting with the maintenance of Chorleywood Common to include grass cutting, litter picking and tree work.
- Assist with the cattle when grazing Chorleywood Common including callout duties and weekend work.
- Responsible for the side arm flail cutting on the Common.
- Responsible for the day to day maintenance of Grovewood in the absence of Parish Rangers.
- Assist with the day to day maintenance of the lawn cemetery including the preparation for burials.
- Assist with the day to day maintenance of the councils three allotment sites.
- Assist with the maintenance of the parish paths.
- The day to day maintenance of the areas around the Parish Office and the War Memorial Hall.

**Responsibilities**

- **Garage and Equipment**

To be aware of and when required carry out risk assessment and keep maintenance records in accordance with legislation and report any faults or training requirements to the Clerk.

The care and maintain the Councils machinery as and when required.

- **Tree Work**

To assist in the clearance of tree felling on the Common or Grovewood. To have the ability and necessary qualifications to be able to properly use chainsaws in a safe and effective manner.

To be aware and when required complete risk assessments on the health and safety of both operatives and the public. To ensure that the correct notification and warnings are taken at all times.

To be responsible for the reporting of dangerous trees and other hazards on the Common to the Clerk and where possible remove hazards.

- **Common**

To be primarily responsible for the cutting and collecting of grassland around the Common.

To trim areas verges and site lines as and when required.

To assist in the maintenance of the seven ponds within the Common ensuring that the pond life is protected.

To assist with the litter clearance and emptying of the bins in and around the Common.

To assist with the monitoring of the Common and reporting any encroachments or boundary issues.

To assist with the provision of assistance and maintenance of interpretative services to visitors, and users of the Common.

To assist with volunteer groups and draw up a programme of work accordingly.

To assist with the progression of the grazing project. To assist with the monitoring and adjusting the grazing regime to provide the most ecological benefits and the day to day care of the cattle. This will include callout duties on a rotational basis.

Following training to issue fixed penalty notices as and when required for antisocial behaviour including dog fouling on Chorleywood Common.

- **General**

To be responsible for the annual side arm flail cutting of hedges at Allotment sites and perimeters of the Common, the verges around Grovewood, when necessary in a safe manner including the use of appropriate signage, ensuring all H&S requirements are met.

In the absence of other Rangers assist with the day to day maintenance of the areas around the Parish Office and the War Memorial Hall, to ensure that they are kept in a tidy state and to carryout planting works as directed by the Clerk.

To be responsible for the security of two garage sites and be a secondary key holder.

To assist with the supervision of contractors and volunteers engaged in work associated with all activities on the Common.

To assist with the carrying out an annual assessment of all the Councils equipment to ensure that the asset registers is kept up to date and that a full financial programme for replacement is correct.

To assist in the absence of other Parish Rangers in the maintenance of Parish Paths, allotment sites and Chorleywood Lawn Cemetery.

**Key Relationships:**

- Members of the public
- Councilors
- Members of Staff Contractors
- Country Management service and other official bodies
- Member of the public volunteers

## PERSON SPECIFICATION

This section presents the knowledge, skills, experience, personal qualities and qualifications that are considered essential for a person being deployed to this role.

### Knowledge/skills/qualifications:

- To be aware of environmental maintenance in order to usefully maintain Chorleywood Common as a local nature reserve.
- To hold a current chainsaw certification.
- General use of agricultural machinery including tractors, side arm flail, ride on mowers and strimmers.

### Experience

- At least two years' experience in the use of agricultural machinery listed above.
- Experience with working in public open spaces.

### Personal qualities

- Adaptable and able to work on own initiative and as part of a team.
- Ability to deal with the public in a calm and sympathetic manner.
- A passion for the environment and good interpretive skills.
- Be willing to undertake further training as and when required.

### Equal Opportunities:

The Council fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.

Job description:	Name	Date
Written by (Manager)	Yvonne Merritt	February 2018
Agreed by (Manager)	Yvonne Merritt	February 2018
Approved by (Human Resources)	Lelita Bloxham	February 2018