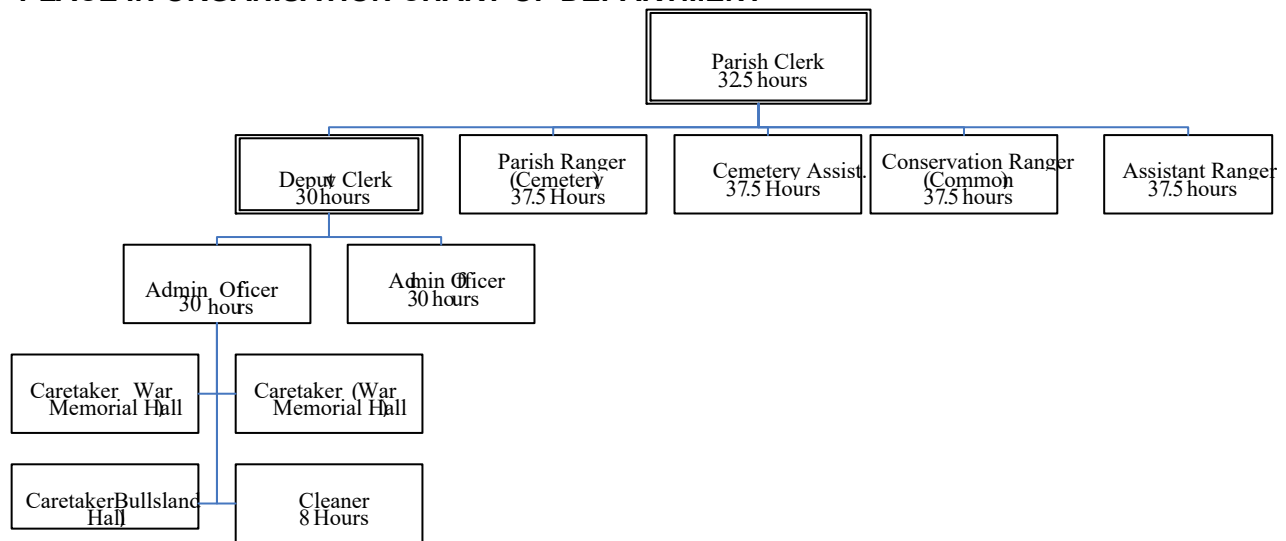




**CHORLEYWOOD PARISH COUNCIL
JOB DESCRIPTION**

Job Title:	Assistant Ranger - Cemetery
Salary band:	Career Grade 7 – 18 (£20,092 - £24,982 per annum)
Location:	South Lodge, Rickmansworth Road, Chorleywood Herts WD3 5SL
Hours per week:	37.5 hours per week
Driving licence requirement:	Yes
Payment Allowance:	Inner Fringe Weighting allowance
Responsible to:	The Clerk
Responsible for:	N/A

PLACE IN ORGANISATION CHART OF DEPARTMENT



Purpose of Role:

- To assist with the maintenance on a day to day basis the Councils Lawn Cemetery in accordance with the specification including the preparation of graves and burials
- To assist with the maintenance on a day to day basis the Councils allotment sites
- To maintain the maintenance of the Parish Paths

Key Accountabilities:

Directly Responsible for:

- 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
- Responsible for the day-to-day maintenance of Grovewood
- Assist with the day to day maintenance of the areas around the Parish Office and the War Memorial Hall
- To be responsible for the management and maintenance of the Parish planting schemes and flower beds
- Assist with the Chorleywood in Bloom scheme

Indirectly Responsible for:

- Assisting with the maintenance of Chorleywood Common

Responsibilities

Lawn Cemetery

- To assist with the maintenance, on a day to day basis Chorleywood Lawn Cemetery according to the specification.
 - Hedge cutting
 - Annual maintenance of the benches
 - Topping up of graves
 - Removal of dead flowers and arrangements
 - Maintenance of the flower beds
 - Grass cutting using the ride-on-mower and strimmer
- To assist in the preparation of graves in accordance with relevant plans and documentation.

Allotment

- To assist with the grounds maintenance of the Councils three allotment sites ensuring that the access ways are clear of debris and are accessible for the public at all times.

Parish Paths

- To assist with grounds maintenance of parish paths and to carry out frequent inspections.
- To be aware of and when required complete accurate records on maintenance and the condition of paths and report any faults to the Deputy Clerk

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.

Tree Work

- To assist in the clearance of tree felling on the Common or Grovewood.
- 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.

Common

- To assist on occasion the Conservation Ranger with tasks on Chorleywood Common.

General

- To 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 carry out the annual stress testing of the memorials in Christ Church Cemetery, liaising with Church officials and to report faulty memorials to the Deputy Clerk
- To carry out day to day maintenance of Grovewood including litter picking. Ensure that paths are accessible, and the perimeter cut back, reporting any potential hazards
- To manage and maintain the Parish Planting Schemes to a high standard and to ensure they are kept free of weeds and updated annually with suitable plants.
- To assist the preparation of planters for Chorleywood in Bloom throughout the village twice yearly. Including liaison with other bodies as required.

Key Relationships:

Functional Contacts

- Members of the Public including the bereaved
- Councillors
- Members of staff

External Contacts

- Contractors
- Countryside Management Service and other official bodies.
- Members of the Public

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:

- Adaptable and able to work in all weather conditions
- General use of gardening machinery such as strimmers, hedge cutters, ride on mowers
- Good verbal communication skills

Experience

- Experience in the use of gardening machinery listed above

Personal qualities

- Adaptable and able to work on own initiative and as part of a team.
- Ability to deal with conflict in a sensitive but assertive manner
- Ability to show compassion and empathy with members of the public

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	3 December 2020
Agreed by (Manager)	Yvonne Merritt	3 December 2020
Approved by (Human Resources)	Kala Patel	8 December 2020