



Bury St Edmunds Town Council

## JOB DESCRIPTION

<b>POST:</b>	Assistant Town Warden
<b>REPORTING TO:</b>	Town Warden/Town Clerk/Assistant Town Clerk
<b>RESPONSIBLE FOR:</b>	Helping to make Bury St Edmunds a better place to live, work and visit
<b>WORKING HOURS:</b>	22.5 per week
<b>SALARY:</b>	Starting at minimum wage of £12.71ph (£24,454.04 pa (pro-rata) ) Reviewed after 6-month probation

## MAIN JOB PURPOSE

- To support the community in Bury St Edmunds and contracted councils through the delivery of efficient and effective outdoor services.
- Carry out basic maintenance tasks for the Town Council.
- Assist the Allotments Officer with tasks on the allotment sites, including regular grass cutting.
- Work with other agencies and households to advise and assist keeping the town clear of graffiti and flyposting
- Clearing litter using pickers, broom and shovel.
- Community engagement - Engage with community and volunteer groups, and local primary schools to coordinate practical activities and tasks, whilst also interacting with the public to identify areas where the warden can provide assistance and support.
- Move the Speed Indicator Devices
- Ensure the Town Council's grit bins are in good condition and filled up.
- Report any instances of damage beyond simply repair and any instances of general defects (e.g missing items, potholes, burst and floods) to the relevant entity.
- Report any fly-tipped waste to West Suffolk District Council.
- Report any anti-social behaviour
- Clean road signs ensuring their general visibility
- Carry out basic public street furniture repair/maintenance/painting as required

- Carry out daily checks on the vehicle and ensure any routine maintenance or required repair are carried out
- Have a positive rapport when dealing with members of the public
- Act as a good ambassador for Bury St Edmunds Town Council.

## **OTHER INFORMATION**

- Maintaining a full driving license is essential for this role. The Assistant Warden will need to drive the Council's van, in both urban and rural areas.
- This is a physically demanding role which is primarily manual labour to maintain and improve the public realm in Bury St Edmunds, and possible other contracted parishes. This will require the proficient operation of lawn mowers, hand-held power tools and the use of manual throughout the day. These could include strimmer's, hedge cutters, chain saws, shovels etc. Training will be provided in line with Health and Safety guidance.
- You will share a vehicle and equipment. You will be provided with any personal protective equipment/clothing required for the role. The equipment is not permitted to be used for personal use.
- You must comply with the Council's Equal Opportunities and Health and Safety Policies.

Closing date – Friday 27 March 2026.