

Xxxx Parish Council

JOB DESCRIPTION

JOB TITLE: Parish / Community Caretaker

RESPONSIBLE TO: Xxx Parish Council

RESPONSIBLE FOR: General basic maintenance duties within the Parish of Xxx

JOB PURPOSE

To carry out basic maintenance jobs as required by the Parish Council. The exact nature of the duties will be decided by the Parish concerned but may include some or all of the tasks listed below. Other duties may be added as considered appropriate by the Parish / Community Caretaker Steering Group which is made up from representatives of the LEADER Programme and its partners.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Highways	Cleaning off sets/drainage Control of saplings from verges Control of ragwort and thistles Maintaining verges, including cutting and small wild flower planting schemes. Pot hole maintenance/monitoring
Public Rights of Way	Vegetation control Minor surface repairs Install/maintain signs and way markers Assist with Open Access Management
Public Areas	Car park areas, seats and bus shelters. Small scale improvements, litter control and maintenance of these areas
Conservation	Maintenance of public walls Litter picking Small scale tree planting schemes