



# Preesall Town Council

## Parish Lengthsman (non-gender specific)

### Job Description

#### Overall Responsibilities

To carry out a range of tasks to keep the parish neat and tidy and to improve the environment within the council's boundaries.

#### Duties

- To undertake a range of maintenance tasks including picking up litter and dog fouling from pavements, town council land and public areas. Ensure pavements are kept open for users – sweeping as necessary.
- Weed spraying, cutting back vegetation as necessary.
- Maintain and keep in good repair street furniture, memorials, fences, stiles and gates owned by the council.
- Grass cutting – as required.
- Cut, prune and maintain hedges and trees (no working at height) in the town council's ownership. Report to Contract Administrator any householders or landowners where private hedges/trees need to be cut back.
- Removal of small roadkill (if you can get it on a shovel).
- Minor building/groundwork (no working at height).
- Public footpath maintenance as directed by the Contract Administrator - to include strimming and clearance of vegetation on public footpaths, bye ways and bridleways. Repairing damage to public footpaths, stiles etc with before and after pictures of work conducted. Ensuring blocked off footpaths or more serious issues are reported to Contract Administrator.
- Clearance of ditches, etc – except gully grates on rural lanes where there is no kerb.
- Removal of fly tipping – small amount only if large amount notify Contract Administrator.
- Removal of fly posting – notify as above.
- Removal of graffiti – small area only, if large amount notify Contract Administrator.

- Removal of sharps.
- Removing snow and gritting as and when directed.
- Ensure the parish is cleaned (and necessary arrangements made) prior to community events such as Preesall Gala, Christmas lights switch-on, Civic Sunday, Remembrance services and In Bloom judging.
- Assist in erecting and taking down Christmas trees and assist with the tree lights storage, as necessary.
- Suggest, plan and carry out projects agreed by the Town Council to enhance the parish.
- Report service/maintenance issues re council equipment to the Contract Administrator.
- Undertake associated administrative duties including producing a weekly report of work carried out, with photographic evidence of before and after completion. The submitting of regular time sheets to the Contract Administrator with a monthly invoice and keeping an account of and receipts for all items purchased (with the Contract Administrator's approval) for the repair of town council property.
- To liaise closely with the Contract Administrator; attend meetings if necessary and undertake any other duties as agreed between the Contractor and Contract Administrator. Any tasks requested by councillors or third parties to be forwarded to the Contract Administrator with a job sheet detailing task and reasons, which will then be allocated as appropriate.
- To report issues or concerns noticed when undertaking work activities - highway defects – potholes – defective street lighting to the Contract Administrator.
- To work within the supplied risk assessment and complete the necessary documentation when appropriate. To **undertake dynamic risk assessment prior to tasks being undertaken.**
- To communicate with members of the public, explaining and passing on verbal or written communications when necessary from the Contract Administrator.
- Noting any complaints and reporting them back. To act as the “eyes and ears” for the community having regard to vulnerable residents and antisocial behaviour such as noise, car crime etc.
- To undertake any training necessary for the position.

This document is intended to cover the range of principal duties and areas of work relating to the post, ensuring that the Lengthsman is aware of the actual and potential range and level of duties and responsibilities and areas of operation which may be required. Other tasks may be delegated to the post holder by the Contract Administrator as considered appropriate and within the remit of the post and in consultation with the Contractor.

**For the purposes of this Job Description, the Contract Administrator is the Clerk to the council. In the absence of the Contract Administrator all issues/queries to be reported to the Chair of the personnel committee or in their absence any member of the personnel committee.**