



WARNHAM PARISH COUNCIL

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JOB SPECIFICATION – Environmental Officer

Job Title: Parish Council Environmental Officer

Purpose: To deliver high-quality maintenance of parish land, facilities, and public spaces.

Main Elements of the Role

| Area | Responsibilities |
|--------------------------|--|
| Grounds Maintenance | Grass cutting, strimming, hedge cutting, planting, weeding. |
| Public Space Upkeep | Litter picking, bin emptying, cleaning of parish areas. |
| Inspection & Safety | Play area checks, hazard reporting, equipment monitoring. |
| Machinery Operation | Safe use of mowers, strimmers, blowers, chainsaws (with training). |
| Repairs & Practical Work | Minor repairs to signs, benches, fences, noticeboards. |
| Record Keeping | Logging inspections, chemical use, and maintenance tasks. |
| General Duties | Seasonal tasks, event support, emergency responses. |
| Speed Indicator Signs | Weekly checking, battery changing. |

Working Conditions

- Mostly outdoor work, all-weather conditions.
- Requires physical fitness and manual labour.
- Lone working expected with adherence to safety procedures.

Equipment Used

- Lawn mowers, strimmers, hedge cutters
- Chainsaws (post-training)
- Weed spraying equipment (PA1/PA6)
- Hand tools and small power tools

PERSON SPECIFICATION – Environmental Officer

Essential Criteria

| <u>Category</u> | <u>Requirement</u> |
|------------------------|--|
| Previous experience | Good Team Member and communicator |
| Skills & Knowledge | Practical maintenance skills; ability to use garden machinery safely. |
| Experience | Grounds maintenance, gardening, outdoor work, or similar role. |
| Personal Qualities | Reliable, motivated, able to think on the spot and work independently. |
| Physical Requirements | Fit enough for regular manual labour and outdoor work. |
| Communication | Able to interact politely with residents, councillors, and colleagues. |
| Training Willingness | Prepared to undertake training courses (e.g., chainsaw, weed control). |

Desirable Criteria

| <u>Category</u> | <u>Requirement</u> |
|------------------------|---|
| Qualifications | PA1/PA6 pesticide licence; NPTC chainsaw qualification. |
| Experience | Basic carpentry or repair skills; play area inspection experience. |
| Knowledge | Health & Safety practices; playground maintenance; environmental awareness. |
| Licences | Full driving licence (if role requires vehicle use). |