



Town Warden (15 Hours PT)

£11.50ph and eligible to join the LG Pension Scheme

Passionate about your community? Looking for a fresh challenge?

Burnham-on-Crouch Town Council is seeking an enthusiastic Town Warden to join our team. We are an ambitious Town Council serving the residents of our growing, riverside Town in the Maldon District. Reporting to the Chief Officer the Town Warden is responsible for carrying a broad range of maintenance services to all council assets using a wide range of practical skills.

Key requirements of this role:

- A full clean UK driving license
- Dedicated, focussed with a 'can do' attitude and the ability to multi-task
- A belief in continuous improvement both personally and for the Council.
- Regular inspection of all green spaces and other areas belonging to or adopted by the Town Council.
- Ensuring Burnham Town Council properties and Burnham streets are kept clean and tidy
- Occasional maintenance of overgrown vegetation.
- Carry out minor improvements, maintenance and repairs to Council assets when required.
- Support and liaise with the Maldon District Council (MDC) teams, CET and other contractors responsible for Town assets maintenance work.
- Carry out safety inspections and maintenance of Town equipment and buildings
- Provide support and presence at Town Council events for example helping to erect Gazebo and helping to maintain these assets.

The work will be outdoors based 5 days a week with a flexible approach to hours agreed in conjunction with the Chief Officer but on occasions this will include weekend or evening working. Day-to-day duties are varied, so a flexible attitude and the ability to multi-task are essential. A works van, uniform and a mobile phone will be provided by Burnham Town Council. Working with the Chief Officer, the public and community groups requires good communication skills, genuine empathy, perseverance and a commitment to providing a high-quality service.

Application deadline: 30 June 2022 (midday) For any enquiries and to request an application pack please contact the office at office@burnhamtowncouncil.com or phone 01621 783426.

Interviews will be held on Friday 15th July with a start date of Monday 15th August (probational period of 3 months)