

Job Specification: Town Ranger – Bexhill-on-Sea Town Council

Job Title: Town Ranger

Reports to: Town Clerk/Facilities Co-ordinator

Location: Bexhill-on-Sea

Salary: c£20,000

Working Hours: Full-time (37 hours per week, occasional weekend or evening work)

Contract Type: Permanent

Job Purpose:

The Town Ranger is responsible for ensuring that Bexhill-on-Sea remains a clean, safe, and attractive environment for residents and visitors. This role involves performing a wide range of manual and maintenance tasks such as cleaning bus shelters, verge cutting, graffiti removal, and minor repairs across the town.

Key Responsibilities:

1. Maintenance and Cleaning:

- Clean and maintain bus shelters, benches, public spaces, and community facilities.
- Remove graffiti from public buildings, signs, and street furniture.
- Empty public bins and report any areas requiring waste removal.

2. Groundskeeping:

- Undertake verge cutting and minor landscaping tasks such as trimming hedges, cutting grass, and maintaining pathways.
- Inspect public areas and green spaces for safety and aesthetic issues, addressing or reporting any concerns.

3. Inspections and Reporting:

- Conduct routine inspections of public amenities such as benches, bins, bus shelters, and playground equipment, ensuring they are clean, safe, and functional.
- Report any damage, hazards, or maintenance needs to the relevant department for further action.

4. Community Engagement:

- Provide assistance and information to members of the public, acting as a friendly face of the Town Council.
- Support local community initiatives, events, and activities when needed.

5. Health and Safety:

- Adhere to health and safety regulations and maintain a safe working environment.
- Carry out risk assessments for work activities and follow safety protocols for the use of machinery and chemicals.

6. Minor Repairs and Upkeep:

- Perform minor repairs on street furniture, signage, fences, and public property as needed.
- Maintain equipment and tools in good working order, ensuring regular servicing and safe use.

7. Support to Other Services:

- Assist with setting up and dismantling equipment for local events.
- Collaborate with other council services to ensure the smooth running of operations.

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Qualifications:

- A good standard of education, with a focus on practical skills (desirable).
- Relevant health and safety certifications (e.g., COSHH, risk assessment training) or willingness to undertake training.

Experience:

- Previous experience in groundskeeping, cleaning, or general maintenance roles.
- Experience in dealing with the public in a community or customer service setting (desirable).
- Experience in using hand tools and light machinery, such as lawnmowers and pressure washers.

Skills and Competencies:

- Strong practical and manual skills, with the ability to perform physical tasks for extended periods.
- Basic understanding of maintenance work, including cleaning, painting, verge cutting, and minor repairs.
- Good communication skills, with the ability to interact with colleagues, residents, and members of the public professionally.
- Ability to work independently, with good time management and self-motivation.

- Basic IT skills to complete digital forms, reports, or maintenance logs.

Knowledge:

- Understanding of health and safety regulations related to maintenance work, chemical handling, and working in public areas.
- Awareness of environmental sustainability, with a willingness to promote and adopt eco-friendly practices where possible.

Personal Attributes:

- Strong work ethic, reliability, and commitment to maintaining the cleanliness and safety of the community.
- Friendly, approachable, and able to engage positively with members of the public.
- Problem-solving skills and the ability to use initiative when addressing maintenance issues.
- Flexible, with the ability to adapt to changing workloads and priorities.

Other Requirements:

- Full UK driving license (essential) – ability to drive council vehicles such as vans.
- Willingness to undertake occasional evening or weekend work.
- Ability to work outdoors in all weather conditions.

This role will offer the successful candidate the opportunity to contribute to the well-being and enhancement of Bexhill-on-Sea, making a visible and lasting impact on the town.

Team of eight plus equipment and vehicles budget = £500,000 (see report of 24th July 2024)

This could be the transition of Special Expenses and the maintenance of parks and open spaces.