

# Kent County Council

## Job Description: *Country Park Warden*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Division:</b>	<b>North and West Kent Country Parks team</b>
<b>Grade:</b>	<b>KR3</b>
<b>Responsible to:</b>	<b>Ranger Services Manager</b>

### **Purpose of the Job:**

To maintain the site and its facilities in a clean, safe and attractive state, and to assist and guide visitors.

### **Main duties and responsibilities:**

#### 1. Visitors Services:

- (a) Welcoming visitors, dealing with visitor queries and assisting visitors to enjoy their visit to the site.
- (b) Opening and closing the entrance gates daily. Opening to be at 8:30am and closing to be at dusk or as advertised at the site (varies from summer to winter).
- (c) Carry out daily safety checks as directed, and in accordance with the site safety procedures.
- (d) Organising car parking at peak visiting times
- (e) Assisting with visitor surveys, and distributing leaflets and other promotional materials, as directed, from time to time.
- (f) Assisting with recreational events.
- (g) Using a firm but tactful approach to discourage thoughtless behaviour by visitors, or in the last resort by drawing attention to the Byelaws (where appropriate).

#### 2. Site Hygiene

- (a) Cleaning of toilets to a high standard and maintaining supplies of consumables.
- (b) Clearing rubbish from the car park area, play area and other heavily used areas on a daily basis and from the whole site on a weekly basis.
- (c) Preparing rubbish for collection.

### 3. Patrolling and Emergency Repairs:

- (a) Patrolling the whole site by the end of each week to check for vandalism or damage to buildings, fences, trees, grassland, notices, furniture, play equipment and lifebelts, and reporting any issues back to the Ranger team.
- (b) Effecting minor repairs where possible or reporting the need for repair to the Ranger team. This is particularly important where public safety is involved.

### 4. Site Maintenance and Emergencies

- (a) Assisting the Ranger team with repairs and minor construction works.
- (b) Responding to emergencies which may require attendance outside of normal hours, or as required by the Ranger team.
- (c) Clearing debris from the lake outflow

### 5. Administration and Miscellaneous

- (a) Collecting and recording car parking fees and any other monies from goods sold, and banking proceeds as directed.
- (b) Maintaining simple site records (e.g. daily events, traffic volumes) and a site diary.
- (d) Undertaking such other tasks as may be defined from time to time by the Ranger team.

### **Schedule of Hours**

7 days a week, alternate weeks with equivalent post

#### **Manor Park-**

##### **Winter**

Mon-Fri	1.5 hours a day (opening 8.30am and closing at dusk)
Sat	4 hours a day (opening 8.30am and closing at dusk)
Sun/BH	5 hours a day

##### **Summer**

Mon- Fri	3 hours a day
Sat	5 hours
Sun/BH	6 hours

As the post is one week on one week off the pro rata annual leave is paid as part of the salary so there is no annual leave. Bank Holidays are paid at double time.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Country Park Warden*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• You will be friendly and approachable, with a firm but tactful approach, as necessary when dealing with visitors to the site.</li><li>• A level of fitness suitable to the physical nature of the job is required, the role involves walking on uneven ground and manual handling</li><li>• You will be able to respond to alarm activation &amp; emergencies within 15/20 minutes of being called out.</li></ul>
<b>EXPERIENCE</b>	No experience necessary.
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• General DIY skills.</li><li>• Good people skills as this is a front-line post.</li><li>• Ability to be self-motivated and ability to work alone or as part of a team.</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• Open</li><li>• Invite Contribution and Challenge</li><li>• Accountable</li></ul>