



Mulbarton Parish Council

Parish Warden Job Description

Overall responsibilities

The Parish Warden to the Council is the maintenance operative covering all Parish Council assets and will report to the Parish Clerk.

The Warden is responsible for repairs and maintenance of all Parish Council assets ensuring the land, property, facilities, and any other assets in the ownership or control of the Council are maintained to a high standard and are kept clean and safe, as directed by the Clerk. The Warden will be expected to advise on appropriate courses of actions and to work with outside contractors, when required.

It is essential the Warden works within current legislation and best practise.

Specific responsibilities of Parish Warden for Mulbarton Parish Council

1. To maintain play areas and equipment, including weekly checks, reporting, weeding/weedkilling, sweeping, and general repairs
2. Regular checks of footpaths, rights of way and report any issues to the Clerk
3. To maintain the allotments, including regular checks and reports, maintenance of some of the shared areas and water supplies
4. To maintain, remove and install council street furniture, including bins, benches, noticeboards and bus shelters
5. Litter picking on council land and other areas within the parish as directed by the clerk
6. To maintain car parks, as directed by the Clerk
7. To carry out works on The Common, as directed by the Clerk
8. To update notice boards with agendas and other council information as directed by the Clerk
9. To report progress to the clerk and report any areas of concern
10. Any other maintenance relating to the Council as directed by the Clerk