

**CATTERALL PARISH COUNCIL  
JOB DESCRIPTION  
PARISH LENGTHSMAN**

**Job Purpose**

To carry out a range of tasks to keep the parish neat and tidy and to improve the environment within the Parish Council's boundaries.

**Main Duties and Responsibilities**

- 1 Pick up litter and dog fouling from pavements, parish council land and public areas. Ensure pavements are kept open for users, weed spraying, cutting back nettles, briars etc as necessary and removing snow and gritting as and when directed
- 2 Report, either directly to LCC or to the parish clerk, any highway defects that may arise. i.e. potholes, flooding, street lighting ensuring that any dangerous defects are reported immediately and washing highway signs when required
- 3 Cut out gully grates on rural lanes where there is no kerb and clean debris from these.
- 4 Remove, charge and replace, with the assistance of another qualified person, the Speed Indicator Device (SpID) as necessary on the locations in the village, following training.
- 5 Mow nominated verges fortnightly or as directed.
- 6 Cut, prune and maintain all hedges and trees (where appropriate) in the parish council's ownership. Approach house and landowners where private hedges need to be cut back
- 7 Strim and clear vegetation on public footpaths in accordance with Lancashire County Council's Local Delivery Scheme. Report any damage to public footpaths, stiles etc and make repairs once LCC's approval for the work is given.
- 8 Maintain and keep in good repair street furniture, memorials, fences, stiles and gates owned by the parish council
- 9 Undertake a weekly safety inspection of all play and fitness equipment and access routes reporting any defects to the Parish Clerk and maintaining access routes in good repair
- 10 Ensure the village is cleaned and necessary arrangements made prior to community events such as Catterall Gala and Catterall in Bloom judging
- 11 Order, erect and take down Christmas Trees and assist with the tree lights
- 12 Suggest, plan and carry out projects agreed by the parish council to enhance the village
- 13 Deliver the parish council newsletter, the Catterall Crier, as required

- 14 Monitor works carried out by any contractor employed by the Parish Council and to report on works carried out in the parish by authorities/contractors
- 15 Undertake associated administrative duties including producing a fortnightly report of work carried out, submitting regular time sheets to the parish clerk and keeping account of all items purchased for the repair of parish council property
- 16 Ensure parish council equipment is properly serviced and maintained
- 17 Undertake such other duties which are commensurate with the post as may be reasonably required by the Clerk or the parish council

20 August 2018