

Penwith Access and Rights of Way Forum (PAROW)

JOB DESCRIPTION

JOB TITLE: Assistant Paths Officer

SALARY SCALE: GRADE 2 SCP 8 – 14

ACCOUNTABLE TO: PAROW Path Officer

JOB SUMMARY:

To work on maintaining and improving paths and historic sites in Penwith alongside and with the support of the PAROW Path Officer. This will involve working as a team or under own initiative. All work to be undertaken to a high standard using appropriate equipment and materials supplied.

Appropriate training will be required and provided.

RESPONSIBILITY FOR RESOURCES:

Control of materials, equipment and facilities used to carry out strimming, grass cutting and hedge maintenance duties.

SKILLS REQUIRED:

- Work Planning
- Written and verbal communication
- Driving License
- Use of hand and power tools for Paths Maintenance
- Tractor Skills desirable.
- Maintenance Skills for tools and equipment
- Knowledge of Health and Safety legislation
- Willingness to learn new skills
- Good time keeper

WORKING CONDITIONS:

Outside work in all but the most extreme weather.

DECISIONS MADE:

To work within agreed standard.
To work on own initiative at times.

DUTIES OF THE POST:

1. To work with the Path Officer or unsupervised, maintaining all paths, specified sites using motorised powered and other equipment as appropriate, for all path and open area maintenance activities.
2. To keep records of work completed and timesheets.
3. To carry out basic maintenance of all equipment, liaising with the Path Officer.
4. To attend relevant training courses.
5. To observe Health and Safety at Work procedures at all times.
6. To keep simple records relating to vehicles, use of tools, plant and materials.

This outlines the duties required for the time being of the post entitled **Assistant Path Officer** in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility

"You are reminded of your duty as an employee pertaining to the Health and Safety at Work Etc Act 1974 and subsequent regulations. You are also reminded that the Development Trust has a written Health and Safety Policy Statement, an individual copy of which will be supplied to yourself and your duty to read the policy statement so that you are fully conversant with its requirements. Any matter which remains unclear should be addressed to the Development Trusts Safety Officer direct"