

Job Description and Person Specification

Job details

Job title: Gardener

Grade: 3

Reports to: Grounds Services Officer

Responsible for: N/A

Directorate and Service area: Assets and Environment, Grounds Services

Purpose of the job

To undertake a range of duties with the Grounds Services team associated with horticultural tasks, grass cutting, hedge cutting, shrub pruning, weed spraying, manual handling and other associated tasks.

Principal responsibilities

1. Utilising pedestrian, ride on and tractor drawn equipment in the provision of horticultural, grass cutting, hedge cutting, shrub pruning, weed spraying and other associated tasks within the expected remit of grounds maintenance provision across Parks and Open Spaces, identified Council assets and other locations within the area of operation as directed by the Grounds Services Officer.
2. To work in all weather conditions providing service outcomes across the area of operation as directed.
3. To carry out all routine inspections of equipment prior to use and to ensure that equipment is clean, adequately greased, levels are topped up and maintained, stored and returned as directed.
4. To adhere to the requirements of the Fleet division carrying out all operational inspections to vehicles as directed.
5. To carry out repairs and maintenance to a range of landscapes, including but not limited to, Sports pitches, Bowling Greens, Tennis Courts, Cricket Squares, Parks and Open Spaces, Highways Verges, Housing Assets and any other identified Council assets.
6. To assist with the planting of trees in line with associated plans as directed. Ensuring that tree planting is carried out in accordance with prescribed methods and practices.
7. To ensure that play areas and other high profile areas are clear of litter prior to the commencement of grounds maintenance activities.

8. Actively deliver service improvements, predominantly within Parks and Open Spaces, to achieve corporate standards across the entirety of identified Council assets.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

A work pattern outside of standard office hours will be required including some Bank Holiday, morning, evening and weekend working.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>GCSE (or equivalent) English and Maths</p> <p>PA1 and PA6</p>	<p>C1+E</p> <p>City and Guilds (or equivalent) qualification in the use of pedestrian equipment</p> <p>Qualification in Horticulture (City and Guilds, BTEC, RHS Certificate in Horticulture)</p>
Experience and Knowledge	<p>2 years' previous experience of general grounds maintenance application in either the commercial or public sector</p> <p>2 years' continuous experience in the use of ride on mowing equipment</p> <p>2 years' continuous experience in the use of pedestrian grounds maintenance equipment</p>	<p>Knowledge of routine mower inspections and basic maintenance.</p>
Ability and Skills	<p>The ability to converse at ease with members of the public and provide advice in accurate spoken and written English is essential for the post.</p> <p>Capacity to undertake physical aspects of the role including manual handling, walking long distances, using pedestrian equipment and working in all weather conditions.</p>	

Attributes	Essential criteria	Desirable criteria
	Physically fit	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Full UK driving licence	