

JOB DESCRIPTION

SECTION ONE			
Directorate:		Post Title:	Gardener / Gravedigger / Driver
Service:	Environmental Care	Grade:	SCP 12 to 15
		Post Number:	

SECTION TWO	
Responsible to:	Grounds Services Manager
Responsible for:	-

SECTION THREE – Overall purpose of job
To undertake a range of duties within the Grounds Maintenance Unit associated with horticultural tasks, grass cutting and grave digging.

SECTION FOUR – Principal Responsibilities
<ol style="list-style-type: none">1. The proper and safe use of mechanically propelled and pedestrian grass cutting equipment.2. Routine daily and periodic cleansing and maintenance of 1. Above as instructed or directed.3. To drive and be responsible for any allocated Council vehicle (in accordance with the Standing Instructions for Council drivers).4. General assistance with a range of general / horticultural activities including cultivation, planting, pruning, weeding, watering, grave digging, strimming and hedge trimming.5. Assistance as required or directed with a range of activity associated with sports pitches and general turf management.6. Clearance of litter, leaves and debris including hand sweeping etc.7. Assistance as required or directed with a range of routine activities associated with the Nursery.

SECTION FIVE – Main levels of contact
<p>Internal: Manager, Supervisor and Colleagues.</p> <p>External: General Public.</p>

SECTION SIX – Special features of the post
<ul style="list-style-type: none">• Working outdoors

SECTION SEVEN	
Job Description prepared by: (Manager)	Date
Approved by: (Personnel)	Date
Agreed by: (Post holder)	Date