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**Post Title:** Gardener

**Post Hours:** 37 hours per week

**Grade:** Scale 3

**Responsible to:** Section Supervisor

**Responsible for:** Seasonal Gardeners (up to 5)

**Main contact associated with principal duties:**

- Assistant Director (Operational Services)
- Supervising Officers
- Section Supervisors
- Members of the Public

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**Job Purpose:**

To work within Landscape Maintenance Section in a professional and safe manner, dealing with the general maintenance of parks, cemeteries, playing fields, play areas and other horticultural areas where the council provides services.

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**Control of Resources:**

- Plant and Equipment such as (Vehicles, Tractors, Ride-on and Handheld mowing machines etc.)
- Materials and Stores

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**Main duties and responsibilities:**

1. To organise yourself on a daily basis alongside other employees within the section, to ensure that all work and duties are carried out to a high standard.

To undertake activities largely utilising Craft skills for example, interpretation of plans, site preparation and construction, soft and hard landscaping and setting out and marking of sports areas, turf culture, grave digging, cemetery maintenance, playground maintenance, grass cutting, hedge trimming, clearing leaves and litter, erection and dismantling of sports and other equipment, planting, arboriculture works, pruning, seeding, the upkeep of artificial or synthetic pitches and, where appropriate, chemical control.

This also includes the use of all the usual range of tools and equipment and the use of all powered hand tools and light plant necessary to undertake these activities.

2. To be responsible for on-the-job training, allocation of work and checking for quality and quantity of works associated with Seasonal Gardeners.

3. To be aware, on a day-to-day basis, of the progress and achievements of the team and to report any problems or reasons for shortfalls back to your line manager.
4. To help to ensure that, so far as the team and you are concerned the areas of work are completed in accordance with the time, quality and specified standard of the contracts undertaken by the Landscape Maintenance Section.
5. To ensure that plant, machinery and equipment utilised by yourself is properly cared for and operated correctly. In particular to ensure that you fuel, grease, oil, clean, service with air, water and additives and attach ancillary equipment properly, together with incidentals such as proper sharpening, setting, tensioning etc., of tools and equipment.
6. To ensure that all faults and defects relating to the condition of plant, equipment, tools, buildings and sites are reported to your line manager as soon as practicably possible.
7. To carry out any requested duties, which are commensurate with the grading of the post and in connection with the efficient, hygienic, and safe operation of the place or area of work, in a diligent and conscientious manner at all times.
8. To provide accurate details of hours worked and duties completed by yourself for verification by your line manager on a regular basis and for ensuring that your own personal records are submitted in accordance with the Council's routine procedures.
9. To maintain an appropriate appearance and to ensure that you use the personal protective equipment provided at all times whilst at work.
10. To undertake standby duties in accordance with the agreed rota and to undertake emergency callouts as and when required.
11. To undertake all training as requested by the Council.
12. To ensure that all accidents, incidents and vandalism details are reported to your line manager as soon as practicably possible.
13. To ensure that all reasonable steps are taken by yourself to protect the health, safety and welfare of yourself, patrons, visitors and fellow employees.
14. To participate in the Risk Assessment process by ensuring that you are fully conversant with, and comply with, all risk assessments associated with your duties and responsibilities. You are also required to assist senior members of staff in the process of undertaking Risk Assessments and ensuring that these assessments are reviewed annually or as required on an on-going basis.
15. To abide by and act in accordance with the Council's Safety Policy and all other relevant policies and procedures.
16. To abide by and act in accordance with the Council's Equal Opportunities Policy.

January 2024

Selection Criteria	Essential Or Desirable	Assessment Method
<b>Qualifications</b>		
1. Possession of the relevant City and Guilds/NVQ Level 3 (or equivalent) qualification.	Desirable	Application Certificate
2. Possession of the NPTC PA1 and PA6a certificates of competence under the control of Pesticides Regulations 1986.	Desirable	Application Certificate
3. Full current Driving licence	Essential	Application Certificate
4. Current First aid at Work certificate	Desirable	Application Certificate
<b>Knowledge, skills, abilities and experience</b>		
5. Good practical experience in horticulture.	Essential	Application Interview
6. Previous experience in maintaining a range of sport and play facilities e.g. bowling greens, football pitches, golf courses, playgrounds, etc.	Desirable	Application Interview
7. Physical abilities to carry out the duties of a Gardener (such as bending, lifting, carrying, walking etc.)	Essential	Application Interview
8. Literacy skills sufficient to complete timesheets, chemical records, risk assessments etc. as needed.	Essential	Application Interview
9. Numeracy skills sufficient to complete simple calculations, take measurements etc.	Essential	Application Interview
10. The ability to work as a member of team and deal with a diverse range of customers and colleagues.	Essential	Application Interview
11. Understanding of the need to follow Health & Safety requirements.	Essential	Application Interview
<b>Special Requirements</b>		
<ul style="list-style-type: none"> <li>• As the post involves driving a council vehicle, the post will also be subject to a satisfactory pre-employment driver assessment and annual assessment thereafter.</li> <li>• Whilst in the main the hours of work will be clearly determined, they will, on occasions, be subject to modification by the Council in view of climatic conditions and the nature of the services being provided.</li> <li>• Late evening, early morning, Bank Holiday and weekend working will be a regular feature.</li> <li>• All leave must be taken in consultation with line managers.</li> </ul>		

- You will be based at Fleet Street Depot, Nelson, but will be expected to report to and work from any of the Council's other depots and sites upon request (without receiving relocation or travelling expenses).
- This post is subject to pre-employment and probationary drug and alcohol testing.

Date: January 2024