

## **JOB DESCRIPTION**

<b>Directorate:</b>	Executive's Department
<b>Division:</b>	Environment
<b>Post No &amp; Job Title:</b>	T245 – T427 Gardener
<b>Grade:</b>	Grade 4
<b>Responsible to:</b>	T240 – Assistant Grounds Maintenance Manager
<b>Responsible for:</b>	No responsibility for employees.
<b>Main purpose of the job:</b>	To work in parks, open spaces, cemeteries and other landscaped areas undertaking general maintenance of these areas. You will work as part of a team or as an individual as necessary under the supervision of more qualified and experienced staff.

### **Main Duties and Responsibilities:**

1. General Grounds Maintenance including all routine, horticultural and maintenance tasks. You will be required to use all standard horticultural equipment together with powered hand tools and light plant.
2. Undertake the planting of trees, shrubs and seasonal bedding.
3. Assist minor tree pruning work.
4. Assist with the maintenance of sports facilities and play areas.
5. Where required drive allocated vehicle as required in accordance with the requirements of the Highway Code.
6. Check vehicle and related plant items daily as required before leaving the depot this includes the following checks; oil, water, fuel, lights, tyres, brakes and other requirements including power mechanisms.
7. Report all vehicle defects as required to the Workshop Manager via the relevant sheet
8. Assist with the construction and repair of facilities at relevant sites.
9. Maintain all machinery used in connection with the work in a clean condition. Set up machinery prior to use to ensure effective operation.

10. Assist the grave digging team with burial works; this includes attendance at burials outside normal working hours.
11. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

### **DESIGNATED CAR USER**

A car user status has not been attached to this post.

### **SPECIAL CONDITIONS**

Duties will include work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of T245 – T427 Gardener but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.