



**Job
Description**

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| Job Title: Gardener | Grade/ Level K | Post Number: HC6020 |
| Directorate: Swindon Commercial Services | Job Family: Horticulture & Countryside Management | Date Prepared: |

Role reports to (Job Title Grounds **Maintenance Officer**)

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

To maintain a high standard of grounds maintenance within the Borough of Swindon

Key Accountabilities

Normally under direction of a supervisor:

1. To use best horticultural practice in the maintenance of specific areas of work as directed.
2. To use own initiative on day-to-day activities within the overall guidelines set out by your supervisor.
3. Ensure parks and depot building are left safe and securely locked.
4. Working to deadlines and delivering a high quality standard in all areas of grounds maintenance.
5. Proficient in the use of all the basic hand powered equipment, plant and machinery and has knowledge of the plant material that is being tended and drive non LGV vehicles.
6. Cleansing work in and around parks and housing areas. This includes the safe removal and disposal of dangerous and hazardous materials.
7. The basic maintenance, cleaning and safe use of hand tools, hydraulic ride on mowers, many power tools including hedge trimmers, strimmers, garden vacuums, blowers, push mowers (petrol, diesel, electric, rotary, cylinder and flymos).
8. Under supervision to undertake gardening/ general grounds maintenance, duties could include planting of trees and shrubs and aftercare, seeding, pruning, watering, feeding, weeding, herbicide application, hedge cutting, snow clearing, construction and renovation, litter clearance, cleaning changing rooms, overmarking sports pitches, working in such areas as flower beds, shrubberies, woodlands and whip areas, herbaceous borders, rose beds, rock gardens, grasslands and playing fields and open spaces.
9. Ensure that any identified personal training needs are discussed with their immediate supervisor in order to achieve the knowledge and experience required to progress within the grades system.
10. To maintain the highest level in customer care in line with Service standards
11. To fully comply with SCS, SBC and the Industry, Health and Safety Policy while delivering the Service.
12. Basic form filling/administration skills in order to record work accurately, vehicle logs and waste disposal tickets.
13. To learn regular maintenance rounds and be able to work from plans to identify correct areas for maintenance.

Supplementary Accountabilities:

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Job Scope: Number and type of jobs managed:

Job Scope: Nil

Budget: Nil

Typical tasks supervised/allocated to others:

Assets **Hydraulic Triple Mowers and fleet up to £36000**

Knowledge and Experience:

Minimum:

- Experience in a similar environment
- Experience in using all types of grounds maintenance machinery

Preferred:

- Knowledge and experience of gardening/grounds maintenance
- A relevant Amenity Horticultural qualification, NVQ2 or equivalent
- PA1 Pesticides Certificate
- Full clean driving licence

Working Environment:

- Outside works.
- Working in unpleasant conditions, extremes of temperature and inclement weather conditions
- Hazardous Conditions will exist at times.

Potential Risks:

- Potential exists for aggression and risk of injury.

Decision Making:

Make informed decisions on site regarding maintenance tasks within the guidance of the Grounds Maintenance Officer

Contacts and Relationships:

Verbal contact with SBC employees.

Verbal contact with members of the public and external clients

Creativity and Innovation:

To suggest and devise improvements for delivery.
Better use of labour, transport, material.
Challenge procedures.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Job Specific Competencies:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: