



SWINDON
BOROUGH COUNCIL

Job Description

Job Title: Skilled Landscape Gardener, Playground Inspector	Grade/ Level:	Post Number: HC6022
Directorate: Swindon Commercial Services	Job Family: Horticulture & Countryside Management	Date Prepared:

Role reports to (Job Title): **Parks & Landscape Officer**

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

Job Purpose:

TO MAINTAIN A HIGH STANDARD OF LANDSCAPING AND PLAYGROUND MAINTENANCE WITH IN THE BOROUGH OF SWINDON.

Key Accountabilities:

1. To use best horticultural practice in the planting and maintaining of newly planted landscaped areas.
2. To use own initiative on day-to-day activities within the overall guidelines set out by the supervisor.
3. Ensure parks and depot building are left safe and securely locked.
4. Working to deadlines and delivering a high quality standard of landscaping works.
5. Work undertaken will be of skilled nature and post holders would be expected to be proficient in the use of all equipment, plant and machinery and have a thorough 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 maintenance and safe use of hand tools, many power tools including hedge trimmers, strimmers, blowers, push mowers (petrol rotary and flymos), vibrating compaction plates and vibrating trench plates, mechanical post hole borers, disc cutters, turf cutters and cement mixers, basic mechanical knowledge of tools used. Being able to guide other colleagues in the maintenance of the above.
8. To undertake soft landscaping works to include planting trees, shrubs, bulbs and whips to agreed standards, topsoiling, and cultivating and minor grading works to form suitable areas for seeding and turfing. Maintenance to include hoeing, hand weeding, digging and spraying of newly planted areas.
9. To undertake hard landscaping works to include laying of hard paved surfaces, minor tarmacing, concrete bases and safety surfacing such as rubber wet pour and loose-fill bark, the erection of play equipment in accordance with the manufacturers instructions and the erection of other structures such as timber and metal fencing, stone and retaining walls.
10. To inspect playground sites and equipment in a systematic and vigilant manner for any faults/damage or hazardous items. To record all findings in paper or electronic systems. To undertake maintenance of play equipment, play surfaces and all hard landscape items to ensure that they remain in a safe and usable condition.
11. Ensure that any identified personal training needs are discussed with their immediate supervisor.
12. Be able to supervise a small project on site including supervising others.
13. The driving of site dumpers and all other small mechanical plant and the use of chainsaws.
14. To maintain the highest level in customer care in line with service standards.
15. To fully comply with SCS, SBC and the Industry, Health and Safety Policy while delivering the

service.

16. Basic form filling/administration skills in order to record work accurately, vehicle logs, waste disposal tickets and play inspection sheets.
17. To have a good knowledge of the regular maintenance rounds and be able to work from plans to identify correct areas for maintenance.

Supplementary Accountabilities

In accordance with the provisions of 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 of 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 Fleet and Hired Machinery**
- £50,000

Knowledge and Experience:

MINIMUM:

- 4 years experience in landscaping environment
- Experience in using all types of grounds maintenance machinery
- Full clean driving licence
- Will need to be physically fit

PREFERRED:

- Landscape/Horticultural qualification – City & Guilds, RHS or NVQ2
- PA1 & PA6 Pesticides Licence
- Chainsaw Licence
- 180 excavator certificate

WORKING ENVIRONMENT:

- Outside works
- Working in unpleasant conditions, extremes of temperature and clement 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 Parks & Landscape Officer.
- Decisions on task allocation on individual jobs.

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

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: