



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

Job Title: <b>Gardener</b>	Grade/ Level: Level 4	Post Number: <b>HC6020 v2</b>
Directorate: <b>Swindon Commercial Services</b>	Job Family: <b>Horticulture &amp; Countryside Management</b>	Date Prepared: 12/09/2023

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, over marking 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.

Job Scope:  
Number and type of jobs managed:  
Typical tasks supervised/allocated to others:

Job Scope: Nil  
Budget: Nil  
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/ PA6 Pesticides Certificate Preferred
- Full current UK 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.

**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: