

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

- JOB TITLE:** Casual Grounds Maintenance/Gardener
- REFERENCE NO:** COM902
- SALARY SCALE:** Living Wage Foundation Real Living Wage  
£12.00 per hour (18 years+)  
National Minimum Wage (16 and 17 years)  
Plus 12.07% allowance in lieu of holiday entitlement
- HOURS OF WORK:** 39 Hours Per Week
- POST NO:** -
- SERVICE AREA:** Grounds Maintenance
- RESPONSIBLE TO:** Grounds Maintenance & Amenity Cleansing  
Manager
- RESPONSIBLE FOR:** -
- JOB PURPOSE:** To carry out general maintenance of parks, playing fields and other open spaces throughout the Ribble Valley in order to maintain high quality facilities and a pleasant environment.

## KEY RESULT AREAS:

- To undertake activities for example grass cutting, hedge trimming, clearing leaves and litter, erection and dismantling of sports and other equipment, planting, arboricultural works, pruning, seeding, the upkeep of artificial or synthetic pitches and, when appropriate, weed spraying. 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.
- Emptying of litter and dog waste bins and disposal of items collected as instructed.
- Preparation and planting of winter and summer bedding schemes.
- Undertake all grounds maintenance tasks involved with work on external contracts.
- To assist with work in the Cemetery as and when necessary to ensure that service is delivered in an appropriate and sensitive manner.
- To help to ensure, so far as the team and yourself are concerned, that all tasks are completed within the time allowed and to the quality and specified standard required of the Grounds Maintenance Section.
- To ensure that plant, machinery and equipment used is properly cared for

the operated correctly. In particular to ensure that you fuel, grease, oil, clean, the equipment, inflate tyres and top up water levels as necessary.

- To ensure that all faults and defects relating to the condition of plant, equipment, tools, buildings, sites, etc are reported to a responsible person as soon as practicably possible.
- To provide accurate details of hours worked and duties completed by yourself for verification by the Head Gardener on a regular basis and for ensuring that your own personal records are submitted in accordance with the Council's routine procedures.
- To maintain a high standard of personal appearance and to ensure that you use the personal protective clothing and equipment provided at all times whilst at work.
- To participate in any training considered necessary to carry out any tasks associated with your employment.
- To ensure that all accidents, incidents and vandalism details are reported to the Head Gardener as soon as practicably possible.
- To ensure that all reasonable steps are taken by you to protect the health, safety and welfare of yourself, site users, visitors and fellow employees.
- 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.
- To abide by and act in accordance with the Council's Safety Policy and all other relevant Codes of Practice/Staff Handbook.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**Signed** ..... **Date** .....

**Name (Print)** .....

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
	Full UK driving licence	Application Form
Good standard of numeracy and literacy		Application Form
	Qualified and licensed to drive a tractor	Application Form
	Qualified and licensed to drive a vehicle up to 7.5 tonnes	Application Form
	Qualified and licensed for towing trailers	Application Form
	Horticultural related qualification	Application Form
	Chain Saw Certificate	Application Form
	PA1 & PA6 A Pesticide certificate	Application Form
<b>Experience</b>		
General gardening experience		Application Form/ Interview
Experience of operating ride-on and pedestrian mowers		Application Form/ Interview
	Arboriculture experience	Application Form Interview
	Experience of using chain saws to NPQRS standard	Application Form/ Interview
<b>Skills/Knowledge</b>		
Awareness of health and safety regulations		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Skills/Knowledge</b>		
	Different types of plants, shrubs, trees, etc	Application Form/ Interview
	Work programming	Application Form/ Interview
<b>Additional</b>		
Committed to quality		Interview
Team working		Interview
Reliable		Interview
Good communicator		Interview
Ability to work on own initiative		Interview