

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE:	Gardener
REFERENCE NO:	COM907
SALARY SCALE:	Scale 3 (scp 7-8) £25,584 to £25,992 per annum
HOURS OF WORK:	37 Hours Per Week
POST NO:	M22
SERVICE AREA:	Grounds Maintenance
RESPONSIBLE TO:	Amenity Cleansing and Grounds Maintenance 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 grounds maintenance activities for example, interpretation of plans, site preparation and construction, soft and hard landscaping and setting out and marking of sports areas, turf culture, propagation, 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 natural sports 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, including ride on machinery.
- Supervision of temporary staff as necessary assigned to work with you.
- 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 the service is delivered in an appropriate and sensitive manner.
- Carry out the following, pruning, shredding and chipping.

- Under the supervision of the Head Gardener to assist with the maintenance of any fine turf including the application of fungicides and pesticides.
- 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 and operated correctly. To ensure that you fuel, grease, oil, and 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, patrons, 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
Qualifications		
Full UK driving licence		Application Form/ Interview
	Qualified and licenced to drive a tractor with trailer/gang mower	Application Form/ Interview
	Qualified and licenced to drive a vehicle up to 7.5 tonnes	Application Form/ Interview
	Qualified and licenced for towing trailers	Application Form/ Interview
	Horticultural related qualification	Application Form/ Interview
	Chain Saw Certificate	Application Form/ Interview
	PA1 and PA6 A Pesticide certificate	Application Form/ Interview
Experience		
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

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