

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

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| Department | Communities & Environment | Postholder |
| Section | Parks, Estates & Open Spaces | Grade Scale 2 |
| Post Designation | Gardener (Parks, Estates, Highways dependant on designation) | |

Purpose of Job:

To be responsible to the Grounds Maintenance Operations Manager for:

- i) Undertaking general maintenance of public parks, playing fields, cemeteries, landscaped areas, woodlands, allotments, estates, highway verges and other open spaces in the Borough and other contracted areas as required, subject to post designation.

Main Duties:

1. Undertake general maintenance, including grass cutting, shrub bed maintenance, hedge trimming, clearing leaves and litter, fence repairs and painting. Carry out constructional labouring work as directed. Undertake cleansing duties including litter picking, sweeping, emptying litter and dog bins, and removing graffiti (both manually and mechanically), fly tipping, animal faeces, dead animals and clinical waste. Recycle waste as stipulated.
2. Undertake standard grounds maintenance, including shrub and tree planting, pruning, grass seeding, mulching, etc. Assist with skilled horticultural operations, including fine turf management, pruning, planting etc. Where appropriately licensed undertake chemical weed control.
3. Assist with: the setting out and marking of sports pitches/courts/etc, and the ongoing maintenance of sports grounds; and hard and soft landscaping repairs and maintenance as required.
4. Lock and unlock gates, barriers and buildings where required.
5. Responsible for ensuring that they are correctly licenced and trained for any vehicles / trailers that they are allocated to drive, ensuring that any vehicle / trailer combination does not exceed the legal weight limit. Responsible for the completion of weekly driver log books /vehicle check sheets and that they comply fully with the requirements set out in the Council Driver's Handbook and the Highway Code.

6. To maintain accurate record, both written and electronic, of equipment, machinery and vehicle movements and to update the electronic database as necessary / instructed in relation to fleet movements.
7. Use and generally maintain the standard range of garden tools and equipment. There is also a requirement to use powered hand tools and lawn mowers etc and graffiti removal. Subject to appropriate licensing/certification. Full training will be provided on the correct use and maintenance of each item.
8. Assist at community events including moving equipment with the flexibility to attend weekend, early and late events in response to customer / client needs.
9. To undertake additional training, including obtaining additional driver licencing categories, and refresher training where necessary for the job role or appropriate for continued development.
10. To undertake out any additional duties not listed above, that are commensurate with the grade of the post, as allocated by the Grounds Maintenance management and contribute to the overall effectiveness of the Park, Estates and Open Spaces Service.
11. Undertake all duties with due regard to the provisions of Health and Safety regulations and legislation, GDPR / Data Protection Act, the Council's Equality and Diversity and Customer Care policies, and the New Technology agreement.

Designation of the Post to which the Post-Holder normally reports to:
Grounds Maintenance Team Leader