

<b>Department</b>	Communities & Environment	<b>Postholder</b>
<b>Section</b>	Parks, Estates & Open Spaces	<b>Grade</b> Scale 2 to 3 to 4
<b>Post Designation</b>	Craft Gardener - Parks	

Purpose of Job:

To be responsible to the Grounds Maintenance Operations Manager for:

- i) Undertaking general maintenance, grounds maintenance and skilled horticultural 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) Plant trees and maintain bases with attention to all health and safety issues relating to underground services.
- 5) 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.

- 6) Assist at community events including moving equipment with the flexibility to attend weekend, early and late events in response to customer / client needs.
- 7) Lock and unlock gates, barriers and buildings where required.
- 8) Assist with grave preparation for burials during periods of high service demand and staff resource shortages in line with the Bereavement Service Emergency and Business Continuity Management Plans.
- 9) 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.
- 10) 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.

### **Additional Duties – Scale 3**

- 11) Undertake standard planting, pruning, grass seeding and skilled fine turf management, specialised pruning, specialised planting e.g. carpet bedding, and horticultural operations.
- 12) 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.
- 13) 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.
- 14) To undertake additional training, including obtaining additional driver licencing categories, and refresher training where necessary for the job role or appropriate for continued development.

### **Additional Duties – Scale 4**

- 15) Erect, dismantle and maintain sports and other equipment, install parks furniture, clean (i.e. changing rooms, toilets and staff mess rooms), set out and mark up sports pitches/courts/etc, and maintain sports grounds including the upkeep of artificial/synthetic pitches, on an ongoing basis. Undertake the initial setting out of specialised sports areas e.g. running tracks, football pitches, etc.

- 16) Implement practical application of nature conservation, ecological management and rewilding, to improve the ecosystem of RBG woodlands, parks and other sites, including identification and removal of alien invasive species and coppicing to encourage biodiversity. Care for and maintain ponds and other water features including planting and managing aquatics and marginal plants to aid biodiversity, flood alleviation and management.
- 17) Comply fully with the requirements set out in Driver Handbook, Highway Code any other legal/operational requirements that may be introduced relating with driving vehicles. This includes: ensuring that they are correctly licenced and trained for any vehicles /trailers that they are allocated to drive; responsible for the completion of weekly driver log books /vehicle check sheets; responsible for ensuring that any vehicle trailer combination that they drive does not exceed the legal weight limit and that comply with all legal requirements.
- 18) Deputise for the Team Leader in their absence, as required.
- 19) Must be working effectively in the scale 2 role for 1 year and scale 3 for a further year, with completion to scale 4 within 3 years

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

## Person Specification



<b>Job Title</b>	Craft Gardener - Parks
<b>Grade</b>	Scale 2 to scale 3 to scale 4
<b>Service/Section</b>	Parks, Estates & Open Spaces
<b>Directorate</b>	Communities & Environment

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
<b>Knowledge</b>		
<p><b>Scale 2</b></p> <ul style="list-style-type: none"> <li>Knowledge of general maintenance and grounds maintenance including: grass cutting, shrub bed maintenance, hedge trimming, clearing leaves and litter, shrub and tree planting, pruning, grass seeding and mulching.</li> <li>Familiar with a range of horticultural machinery and powered hand tools.</li> <li>Familiar with risk assessments and other Health &amp; Safety legislation appropriate to the post.</li> </ul>	<p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Training: Induction and Progression from Scale 2 to Scale 3 to Scale 4</b></p> <p>Induction: Health &amp; Safety Awareness and site training that includes use of hand tools and safe systems of work etc.</p> <p>Phase 1 training to include a combination of 4 of the below, determined on service delivery requirements and proven ability to undertake all scale duties</p> <ul style="list-style-type: none"> <li>Lantra / NPTC Brushcutter</li> <li>NPTC / Lantra Hedgecutter</li> <li>Lantra Brushwood Chipper</li> <li>PA1/PA6A (Foundation module and knapsack sprayer)</li> </ul>	<p>Training and assessment during to be completed in first 2 years</p>	<p>Essential</p>

<ul style="list-style-type: none"> <li>• PA6PP/INJ (Ecoplug application / direct stem injection)</li> <li>• CAT / Genny operation</li> <li>• Chapter 8 (Operative) Signing, Lighting &amp; Guarding</li> <li>• Full 3-day First Aid at Work</li> </ul> <p>Phase 2 training to include a combination of the below determined on service delivery requirements</p> <ul style="list-style-type: none"> <li>• B+E Driving Licence (or +E where B category already held)</li> <li>• Level 2 Horticultural Qualification – 2 years</li> <li>• PASMA Mobile Work Tower</li> <li>• Ride-on Mower Driver</li> <li>• Tractor Driver / Telehandler Driver</li> <li>• Cemetery Operative Training Scheme (COTS 5 days)</li> </ul> <p>Phase 3 training to include a combination of the below determined on service delivery requirements</p> <ul style="list-style-type: none"> <li>• Level 2 Horticultural Qualification – 2 years</li> <li>• Specialist Tractor Operations: flail, hedgecutting, gang mowing, etc.</li> <li>• NPTC Chainsaw CS30/31</li> </ul>		
<b>Skills and Abilities</b>		
Hold a clean UK driving license with at least 2 year’s driving experience, preferably with larger or commercial vehicles.	AF & I	Desirable
Ability to communicate effectively, verbally and in writing.	AF & I	Essential
Ability to use own initiative and work as part of a team as well as alone.	AF & I	Essential
<b>Experience</b>		
Experience of working in a public open space.	AF &	Desirable
Awareness of the local area, points of interest and local history.	AF & I	Desirable
<b>Equal Opportunities</b>		
Understanding of and commitment to the Council’s equal opportunities policies and ability to put into practice in the context of this post.	AF/I	Essential
Understanding of and commitment to achieving the Council’s staff values and ability to put into practice in the context of this post.	AF/I	Essential

