JOB OUTLINE

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| **Dept: Environment & Property** | | **Section: Neighbourhood Services** | |
| **Post No: EPNS03031** | **Designation: Gardener** | | **Grade: 4** |

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| **Purpose of Job:**  To support the delivery of the Horticultural maintenance service within the City’s Parks, Nature reserves, gardens and green spaces.  To ensure duties are carried out in compliance with the relevant health and safety procedures in place within the service. |
| **Main Duties/Responsibilities:**   * To support the delivery of the Horticultural maintenance service within the City’s Parks, Nature reserves, gardens and green spaces. * To foster good customer care and public relations to engender pride in public open space. * To carry out a wide range of gardening duties including operating machinery such as ride-on mowers, pedestrian mowers, hedge trimmers and brushcutters, including the application of chemical herbicides and driving Parks Vehicles when required. * To carry out the day-to-day maintenance of the facilities provided within the City’s open spaces, including sports pitches and bowling greens. * To clean and remove litter, graffiti fly tipping and other material from parks, buildings, and structures, both internally and externally and to empty bins as required. * To monitor the condition of sites and adjacent areas and report problems using the internal procedures in place. * To cleanse the public toilets and washing facilities as required ensuring they are clean, hygienic, and fully serviceable. * To ensure duties are carried out in compliance with the relevant health and safety procedures in place within the service. * To work outdoors in all reasonable weather conditions. * If allocated to drive to comply with all relevant driving legislation and to ensure that daily driver safety checks are carried out on any vehicles prior to use, and any known vehicle defects are reported to Fleet Management Services as soon as possible and recorded in the vehicle defect book/system. * To maintain the cleanliness and appearance of the interior and exterior of vehicles and equipment to a high standard. * To maintain safe and responsible working methods in accordance with legal requirements, good employment practices, risk assessments and safe working procedures, and to take action to deal with any relevant issues. * To undertake work in the plant nursery including all aspects of care and production, if required. * To undertake and attend any training/instruction required to competently carry out the duties of the post as directed by management. * To carry out any other reasonable duties allocated by management, commensurate with the post |
| NB The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council’s equality standards. |