

Job Description

1. Job Title	Gardener (career graded)
Service	Parks & Environmental Services
Team	Parks and Grounds Maintenance
Date Prepared/Revised By	Feb 2022. Parks and Grounds Maintenance Manager
Post Accountable to	Lead Gardener
Post directly responsible for employees(number of workers)	Direct Supervision: 0 Indirect Supervision: 1 Apprentice
2. Main Purpose	
<p>To carry out all aspects of grounds maintenance in an approved manner, with particular emphasis on safe working practices with regard to fellow workers and members of the public.</p> <p>To ensure all areas are maintained to a high standard.</p>	
3. Key Contacts	
Internal: Line Manager and other work colleagues	
External: General public	
4. Main Accountabilities	
<ol style="list-style-type: none"> 1. Maintenance of flower, shrub and rose beds and edging of grass. 2. Routine maintenance such as litter collection and sweeping. 3. Use of grass cutters and other machinery. 4. Spraying of insecticides, fungicides, herbicides and pesticides. 5. Labouring assistance with landscape construction. 6. Health and Safety 	
5. Standard Accountability Statements	
<p>Health and Safety: You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Health, Safety Responsibilities (HSR) for your post.</p>	
<p>Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p>	
<p>Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p>	
<p>Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p>	
<p>Safeguarding Policy and Procedures: The post holder will adhere to all the Council's Safeguarding Policy and Procedures.</p>	

6. Job activities	
Main duties and responsibilities relating to accountabilities identified above.	
1.	<p>Maintenance of flower, shrub and rose beds, hedge cutting.</p> <ol style="list-style-type: none"> 1. Carries out all types of maintenance works to flower, shrub and rose beds including planting, weeding, edging, pruning and hedge cutting as required. 2. Assist with stripping, preparing and replanting seasonal bedding displays to the best horticultural practice. 3. Expected to have a good level of horticultural knowledge and experience. 4. Supports the training of apprentices, volunteers and work experience staff when required.
2.	<p>Routine maintenance such as litter collection and sweeping.</p> <ol style="list-style-type: none"> 1. Ensures areas of responsibility are clear of litter, graffiti, broken glass. 2. Ensures any issues with Anti-social behaviour or broken items are reported.
3.	<p>Use of grass cutters and other machinery</p> <ol style="list-style-type: none"> 1. Cutting grass using ride on machinery, pedestrian mowers and strimmer's. 2. Sweeping of the pathway after cutting. Grass cutting of ornamental lawns, bowling and putting greens. 3. Required to use and maintain the machinery as instructed and trained
4.	<p>Spraying of insecticides, fungicides and pesticides.</p> <ol style="list-style-type: none"> 1. Fungicide and insecticide spraying of roses and herbicide spraying on ornamental lawns, bowling greens and putting greens and around obstacles etc. 2. Adherence with training standards and requirements
5.	<p>Carrying out landscape construction works Assists the team carrying out a wide range of landscape construction</p>
6.	<p>Health and Safety</p> <ol style="list-style-type: none"> 1. Adheres to all training requirements 2. Responsible for correct use of PPE 3. Ensures health and safety training is up to date and effectively communicates concerns to management 4. Responsible for reporting of accidents, incidents and near misses.
7.	<p>Any other duties as required commensurate with the grading of the post.</p>