

JOB PROFILE

Post No.

Post Title: Gardener

Unit/Team: Grounds Maintenance

Grade: Grade D

Service: Operations & Traded Services

Reports to: Green Spaces Chargehands

Issue Date: June 2023

PURPOSE OF THE JOB

To develop and maintain the ornamental horticultural areas within Caldecott Park and the Borough of Rugby, to a high standard of presentation.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To provide creative input into the design of bedding schemes, shrub and herbaceous borders, and other environmental improvements.
- 1.2 To carry out the planting and maintenance of shrub and herbaceous borders, annual bedding displays, and other environmental improvements.
- 1.3 Carry out the irrigation of hanging baskets, containers, and nursery stock.
- 1.4 Use of pesticides for the control of weeds and insects.
- 1.5 To maintain fine turf areas using specialist machinery.
- 1.6 Carry out the planting and maintenance of trees, and of tree and shrub plantations, and hedge laying.
- 1.7 The use and care of the horticultural machinery.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Ensure compliance with both the Health & Safety at Work Act and the Council's Safety Policies.
- 2.2 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.
- 2.3 Involvement in the undertaking of works for both internal and external customers.

3. SUPERVISORY RESPONSIBILITIES

None

Guidance of apprentices or trainee gardeners

4. FINANCIAL RESPONSIBILITIES

The post holder has no financial responsibility.

5. RESPONSIBILITY FOR ASSETS AND DATA

Vehicles and equipment used on a daily basis informing the relevant person if any faults are found.

6. EXTENT OF PUBLIC CONTACT

Regular contact during the normal working day.

7. WORKING CONDITIONS AND ENVIRONMENT

Based at Caldecott Park.

The postholder will be active externally throughout the Borough in all weathers. You may come into contact with hazardous substances and needlesticks during the course of your duties.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Gardener

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Qualified to NVQ 2 or equivalent in Horticulture.	E	A, I
Sound Horticultural Knowledge and experience in the Horticulture and Parks industry.	E	A, I
Ability to carry out physical work in all weathers.	E	A, I
Experience of working in a small team and alone.	E	A, I
Undertake all duties in line with laid down specifications and service standards.	E	A, I
Experience of giving clear instructions to colleagues.	D	A, I
Ability to interact in a positive manner with members of the public.	E	A, I
A commitment to ongoing formal and informal on the job horticultural education such as plant identification tests	E	A, I
Possess or be working towards PA1 & PA6 to City & Guilds Level 2 qualification.	E	A, I, D
A commitment to work within our CAN-DO values.	E	A, I
Hold a full current driving licence.	E	A, I
Ability to drive towing a trailer.	D	A, I
Ability to think creatively when assisting in the design of bedding and landscape schemes.	D	A, I
Ability to use petrol and battery powered equipment, including ride on, pedestrian and remote-controlled mowing machinery to: - NPTC Level 2 qualification. Lantra Operation & Maintenance qualification for the use of Woodchippers.	D	A, I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D