



## Skilled Gardener

### Job Description and Person Specification

<b>Directorate:</b>	Environment	<b>Service:</b>	Public Realm			
<b>Responsible to:</b>	Parks Area Team Leader	<b>Responsible for:</b>	Gardeners/Seasonal Gardeners/Volunteers			
<b>Grade:</b>	5					
<b>Location:</b>	Copse Road Depot, Fleetwood					
<b>Job Purpose:</b>						
To assist the Parks area team leader in the day to day maintenance of parks, cemeteries and landscaped areas within the borough and to take a lead role in the management of the team in the Team Leaders absence.						

#### Key Tasks & Responsibilities:

- To work effectively within the team to meet the standards required within the borough's Parks, Open Spaces and Cemeteries.
- To ensure safe effective use of equipment including vehicles, portable appliances, hand tools, plant and machinery.
- To carry out all duties pursuant to the maintenance of the Councils Parks, Open Spaces and Cemeteries.
- To undertake and assist in the supervision of work to maintain fine turf areas, ornamental areas, sports pitches parks and recreational areas
- To undertake grave digging work within the boroughs cemeteries as required.
- To complete playground inspections and record findings as required
- To provide a uniformed presence whilst undertaking duties.
- Any other duties commensurate with the post.

## Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Diploma level 2 in Horticulture or equivalent	<b>Essential</b>	Application/Interview
PA1 & PA6a Pesticide Application	<b>Desirable</b>	Application/Interview
IOSH Working safely	<b>Desirable</b>	Application/Interview
360 Excavator Licence	<b>Desirable</b>	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Ability to work with minimum supervision and lead a team	<b>Essential</b>	Application/Interview
Understanding of good practice in customer care	<b>Essential</b>	Application/Interview
Knowledge of and ability to use a range of grounds maintenance equipment	<b>Essential</b>	Application/Interview

Ability to operate ride on mower across the borough including on highways and verges	<b>Desirable</b>	Application/Interview
Understanding of fine turf and sports pitch maintenance	<b>Essential</b>	Application/Interview
Knowledge of undertaking playground inspections	<b>Desirable</b>	Application/Interview
Knowledge of safe working procedures relating to grave digging	<b>Desirable</b>	Application/Interview
Knowledge of memorial safety inspections	<b>Desirable</b>	Application/Interview

<b>EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Previous experience in the maintenance of Parks and Open Spaces including Cemeteries.	<b>Essential</b>	Application/Interview
Experience in tasks relating to the management of cemetery tasks	<b>Desirable</b>	Application/Interview
Experience of grave preparation, excavation, shoring and back fill operations	<b>Essential</b>	Application/Interview

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	<b>Essential</b>	Application/Interview
Regular and Reliable Service	<b>Essential</b>	Application/Interview
Demonstrate behaviours that support our values	<b>Essential</b>	Interview
Sufficiently physically mobile to undertake duties.	<b>Essential</b>	Application/Interview
Current valid full driving licence	<b>Essential</b>	Application/Interview
Flexible working arrangements.	<b>Essential</b>	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.  
All Behaviours listed are essential to the post.**

<b>Professional</b>	<b>Innovative</b>	<b>Collaborative</b>	<b>Customer focused</b>
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> <li>• Have pride in how we represent the council</li> <li>• Treat people with respect and consideration</li> <li>• Are conscientious and carry out our work to a high standard</li> <li>• Carry out our work activities in an honest and ethical manner</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively embrace change and learn from our mistakes</li> <li>• Challenge and constructively question existing processes</li> <li>• Make best use of our resources to provide excellent services</li> <li>• Encourage creative thinking with colleagues and peers</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively with colleagues and stakeholders</li> <li>• Develop productive relationships and achieve the best results</li> <li>• Recognise and embrace the knowledge and skills of others.</li> <li>• Embrace the concept of one team one council and all work together</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to provide excellent services</li> <li>• Understand our customers' needs and consider things from their perspective</li> <li>• Effectively communicate and manage expectations</li> <li>• Actively seek ways to maximise customer satisfaction</li> </ul>

**Special Conditions:**

**(e.g. Weekend work, shift allowance, car/mileage allowance)**

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- Occasional out of normal working hours is a requirement.
- The normal working arrangements are 41.5 hours per week in summer for 26 weeks and 32.5 hours per week in winter for 26 weeks.
- The council operates a strict non-smoking policy.

**Prepared by: R Brocklebank**

**Date: December 2025**

**Post Holder Signature:**

**Date:**