



Shepway District Council Job Description

JOB DETAILS	
Job Title	Head Gardener – Cemetery Team
Service Area / Team	Place & Growth / Grounds Maintenance
Reports to	Grounds Maintenance Managers – Horticulture / Arboriculture / Technical Services
Post Number	TBC
Grade & Annual Salary	Grade D
Politically Restricted Post	No
DBS Requirement	Basic

JOB PURPOSE
<ul style="list-style-type: none"> To ensure effective and efficient service provision within delegated area of work by managing teams whilst prioritising their workloads. To ensure the high standards associated with the section are achieved by way of best practice and industry standards. To allocate personnel, materials and equipment to various sites and maintain efficient progress on all works undertaken. To ensure all documentation is maintained with regard to CoSHH, Health & Safety (H&S), vehicles, personnel and legal requirements. To assist all Grounds Maintenance Managers and Team Leaders with service provision including meeting deadlines and liaison with stakeholders, volunteers, contractors and other FHDC departments.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> To manage teams carrying out maintenance to the delegated grassed areas, hedges, flower beds, shrub and rose beds and any other works relating to grounds maintenance as appropriate. 	Daily
<ul style="list-style-type: none"> To carry out site preparation and landscaping as directed. 	Daily
<ul style="list-style-type: none"> To assist the Manager with delivery of contracts. 	Daily

<ul style="list-style-type: none"> To lead the teams in carrying out all work to a high standard without the need for close supervision in accordance with agreed standards and good practice. 	Daily
<ul style="list-style-type: none"> To direct staff and assume supervisory responsibilities, ensuring that staff are managed effectively and safely. 	Daily
<ul style="list-style-type: none"> To take responsibility for ensuring vehicles and plant are checked, used and maintained correctly as appropriate. This includes a wide range of vehicles and equipment (e.g. 4x4 trucks, tractors, ride on mowers, pedestrian mowers, strimmer's, hedge cutters, utility vehicles, 360 excavators, dumpers etc). 	Daily
<ul style="list-style-type: none"> To take responsibility for ensuring all documentation is maintained with regard to Risk Assessments, CoSHH, H&S, vehicles and personnel. 	Daily
<ul style="list-style-type: none"> In the absence of the Manager to represent him/her on matters appertaining to the effective running of the service. 	As required
<ul style="list-style-type: none"> To prepare work programmes and agree with the Manager. 	Weekly
<ul style="list-style-type: none"> To be fully flexible to work wherever required within the scope of the section. 	Ongoing / As required
<ul style="list-style-type: none"> To take responsibility for ensuring that all depots within delegated area are kept clean, tidy and safe. 	Daily
<ul style="list-style-type: none"> To take on training as required to have the correct knowledge and certification to undertake the work required by the role. 	As required
<ul style="list-style-type: none"> To take an active role in writing risk assessments and safe systems of work. 	As required
<ul style="list-style-type: none"> To ensure that site rules are adhered to. 	Daily
<ul style="list-style-type: none"> To undertake onsite training to new and seasonal staff ensuring that they are capable of using the equipment allocated to them both safely and effectively. 	As required
<ul style="list-style-type: none"> To manage diesel storage tanks, advising the office when stock levels are low. To maintain accurate fuel distribution records, ensuring that the fuel is used and stored safely and correctly. 	Daily
<ul style="list-style-type: none"> To actively encourage good customer service from all staff 	Daily
<p>Individual duties by team:</p> <p><u>*Cemeteries*</u></p> <ul style="list-style-type: none"> To check burial bookings, organise the planning, preparation, digging, laying out and back filling of internments in the allocated cemeteries. Informing the burials office and manager of any changes made or required and to keep accurate records of the same. Liaising with Crematorium staff and funeral directors as required. To ensure that burials take place in a sensitive and professional manner and that visitors to the cemetery are treated with respect and courtesy. To ensure that Hawkinge Grounds Maintenance depot runs in a safe and efficient manner, monitoring vehicle movements within the depot area and ensuring site rules are adhered to. To ensure Hawkinge depot is tidy, alarmed and locked upon exit. 	<p>Daily</p> <p>Ongoing</p> <p>Daily</p>

<ul style="list-style-type: none"> • To report issues regarding parks infrastructure, interpretation boards and street furniture. • To accept deliveries and ensure safe, appropriate storage of bedding plants (up to 20,000 at any one time), diesel fuel and other large items such as play equipment. • To manage other operations undertaken on site such as improvements to the infrastructure or other commercial ventures as they arise. • To manage teams responsible for the upkeep of other cemeteries and graveyards. • To organise the exchange of skips and the collection of timber waste. 	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>
<p><u>Coastal Park/ Kingsnorth Gardens / Parks team - Folkestone</u></p>	
<ul style="list-style-type: none"> • To have an excellent understanding of the Green Flag criteria and to lead teams in carrying out works in accordance with these. 	<p>Ongoing</p>
<ul style="list-style-type: none"> • To ensure that the Coastal Park, Kingsnorth Gardens and Radnor Park continuously meets the high standards set by the Green Flag Award. 	<p>Daily</p>
<ul style="list-style-type: none"> • To ensure environmental and ecological values within the parks are met. 	<p>Daily</p>
<ul style="list-style-type: none"> • To manage the Coastal Park, Kingsnorth Gardens and Folkestone Parks teams and associated assets / fleet. 	<p>Daily</p>
<ul style="list-style-type: none"> • To be the lead contact for events within the boundaries of the parks, meeting organisers and assisting on the day. 	<p>As required</p>
<ul style="list-style-type: none"> • To ensure that the Coastal Park play area is maintained on a day-to-day basis in a safe manner particularly in regard to the sand safety surface. 	<p>Daily</p>
<ul style="list-style-type: none"> • To report issues regarding parks infrastructure, interpretation boards and street furniture. 	<p>As required</p>
<ul style="list-style-type: none"> • To oversee the Coastal Park, Park Keepers team with regards to waste management and cleansing of public toilets. 	<p>As required</p>
<ul style="list-style-type: none"> • To make minor repairs to parks infrastructure where appropriate. 	<p>As required</p>
<ul style="list-style-type: none"> • To oversee contractors responsible for pest control (i.e. rat baiting and wasp control) within the Coastal Park as well as within the wider district on FHDC land, including accurate record keeping. 	<p>As required</p>
<ul style="list-style-type: none"> • To obtain and apply pesticide control knowledge adhering to the Council's green credentials. 	<p>As required</p>
<ul style="list-style-type: none"> • To carry out site specific staff induction 	<p>Ongoing</p>
<ul style="list-style-type: none"> • To ensure the CP, KG and Parks depots and storage containers are tidy, well stocked, alarmed and locked upon exit. 	<p>Ongoing</p>
<ul style="list-style-type: none"> • To undertake minor repairs to small tools and machinery in order to ease pressure on the main workshop facility. 	<p>As required</p>
<ul style="list-style-type: none"> • To lead volunteering groups in designated areas. 	<p>As required</p>
<ul style="list-style-type: none"> • To assist with planting of seasonal floral displays and their watering requirements. 	<p>As required</p>
<ul style="list-style-type: none"> • To liaise with contractors and stakeholders 	<p>As required</p>

<p><u>Housing – Oxenden Road Depot, Folkestone</u></p> <ul style="list-style-type: none"> • To ensure that Oxenden Road Depot runs in a safe and efficient manner, monitoring vehicle movements within the depot area and ensuring site rules are adhered to. • To manage teams and associated assets / fleet. • To ensure Housing areas are maintained to high standards that set by the service level agreement. • To undertake minor repairs to small tools and machinery in order to ease pressure on the main workshop facility. 	<p>Daily</p> <p>Daily</p> <p>Ongoing</p> <p>Annually/ As required</p>
<p><u>RMC/ Wakefield Walk/ HTC, Twiss Depot, Hythe</u></p> <ul style="list-style-type: none"> • To have an excellent understanding of the Green Flag criteria and to lead teams in carrying out works in accordance with these. • To manage RMC/ Wakefield Walk and Hythe Town Council contract teams and associated assets / fleet • To make minor repairs to park infrastructure where appropriate • To oversee all contractors attending the area. This must include accurate record keeping. • To ensure the depot and storage units are tidy, well stocked and alarmed and locked upon exit. • To undertake minor repairs to small tools and machinery in order to ease pressure on the main workshop facility. • To assist volunteering groups in designated areas • To ensure environmental and ecological values within the RMC area are met. • To report issues regarding RMC infrastructure, interpretation boards and street furniture • To assist with planting of seasonal floral displays and their watering requirements. • To assist organisers for events within the boundaries of the RMC, meeting organisers and assisting on the day. • To liaise with contractors and stakeholders 	<p>Ongoing</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Daily</p> <p>As required</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p>

CORPORATE RESPONSIBILITIES
<ul style="list-style-type: none"> • Adhere to the council’s safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> • To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> • To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> • To ensure our customers are valued by taking into account their views and needs in all that we do.

- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

The key decision making areas in the role

- Day to day allocation of resources and equipment dependant on work priorities, seasonal influences, site conditions and corporate objectives.
- Weekly, monthly and seasonal work programming.
- The post holder is responsible for making decisions on the job to ensure the health and safety of themselves, the team and the general public. When on site it is the post holder's responsibility to ensure all matters relating to site health and safety are in place prior to work commencing. This typically involves the erection of warning signs and rigid barriers to prevent access to the site by unauthorised persons.
- The post holder is responsible for assessing environmental and site conditions prior to commencing works and has to make a decision on whether the job is safe or whether it needs to be reorganised or cancelled (e.g. when the ground is too wet, frozen or unstable, unsafe).
- The post holder must ensure appropriate machinery is used for all operations and has to abort works should their equipment become damaged. They will have to organise a recovery and reallocate staff in order to complete the task.
- To respond to grounds maintenance related emergencies, including transportation of breakdown fleet and emergency arboriculture works.
- To provide advice to the line manager on issues related to their service area as well as their specialist equipment and machinery.

The wider context of the role

- Allocation of bedding plants to individual beds and plants for other planting schemes. To liaise with the Horticultural team to ensure a positive outcome.
- To ensure that staff have the knowledge and certification to calibrate machinery and calculate the correct pesticide application rates.
- Assisting in delivery of contracts
- Assisting in delivery of Green Flag Award criteria as required
- Allocation of vehicles, plant and equipment to teams
- Interaction with the public on site, contractors and members
- Excellent mechanical understanding of fleet and machinery in order to be able to recognise faulty equipment in good time, to ensure that they are not used until repaired. To communicate effectively with the workshop to ensure the best outcome.
- Being familiar with departmental procedures (i.e. safety checks, risk assessments, etc.)

Folkestone & Hythe District Council Person Specification

Post Title: Head Gardener - Cemetery Team

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> ▪ A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths. ▪ Full driving licence. 	✓		
	Desirable <ul style="list-style-type: none"> ▪ First Aid certificate ▪ Qualification in amenity horticulture or equivalent. ▪ Certificate in pesticide application. NPTC PA1 & PA6A Spraying. 	✓ ✓ ✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> ▪ Previous experience / sound knowledge of cemetery operations and burials ▪ Sound knowledge of cemetery operational procedures (i.e. use of shoring, mechanical excavator, dumper truck etc) ▪ Experience in maintaining mixed borders. ▪ Experience in all manner of soft landscaping, shrub bed maintenance, annual flower bed maintenance, herbaceous borders, hedge cutting etc. ▪ Experience and knowledge of all elements of machinery operation relating to grounds maintenance and grave digging operations. 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	

