



ADUR & WORTHING
COUNCILS
Environmental Services

Job Description

Authority	Adur District Council / Worthing Borough Council
Directorate/Division	Communities / Environmental Services
Section	Parks and Foreshore
Location of work	Highdown Gardens
Post Title	Grounds Maintenance Craft Gardener
Post Number	TBC
Accountable To	Highdown Garden Senior Gardener
Management Responsibility For	None
Authority to Liaise With	<u>Internal</u> 1) Colleagues in Parks and Foreshore 2) Colleagues in other departments of the Councils. <u>External</u> 1) General public (park and service users) 2) Contractors and Clients 3) Volunteer and community groups
Meetings Attended On A Regular Basis	Team meetings (attendee) 1-1 meetings (attendee)

Principle Purpose of Job (role summary)

An experienced skilled craft gardener with excellent communication skills to provide high quality grounds maintenance and horticultural expertise at Highdown Gardens but also will provide supervision, support and guidance to team members in the delivery of all aspects of craft gardening.

Main Responsibilities, Duties, and Duties of Postholder

1	Cutting and maintaining lawns and grass to a variety of finishes (fine to rough meadow type) using a variety of machines, including pedestrian operated, tractors & ride-on mowers, trimmers and brushcutters including fertiliser and pesticide application.
2	Planting and maintenance of woody shrubs and climbing plants including appropriate and timely pruning regimes, health monitoring and pest and disease control.

3	Maintenance of herbaceous borders including division, dead heading, weeding, staking, replanting as required and mulching.
4	Maintenance of wildflower areas (both native and commercial seed mixes) including seedling and plant identification, weed removal, seed collection and sowing, and appropriate and timely cutting and maintenance regimes.
5	Carrying out basic arboricultural activities (ground based activities) including planting and subsequent maintenance (mulching, weeding, staking, watering), formative pruning, health monitoring and pest and disease control.
6	Contribute to the development of and raise the standard of Parks and Open Spaces by suggesting appropriate improvements in planting schemes and taking the lead on the interpretation and delivery of associated plans and designs.
7	General horticultural maintenance in public spaces including leaf-clearing, litter-picking and composting.
8	Assist with education/interpretation activities such as introductory talks, guided walks and open day events.
9	Able to lead and supervise colleagues and small working groups and pass on skills in horticulture to work colleagues, volunteers and community groups.
10	Foster positive relationships with local community groups, promote the work of the Parks department, and actively seek opportunities to increase volunteer membership.
11	For all activities, operate in a manner which ensures the safety of the operator, other colleagues working nearby, park users (particularly children and elderly) and animals.
12	Operate mowing and other equipment associated with Grounds Maintenance (including hired plant) in a manner which ensures the safety of the operator, other colleagues working close by, parks users (particularly children and older people) and animals.
13	Observe all relevant risk assessments and safe systems of work associated with the job and be vigilant at all times. Inform Team Leader of any problems as soon as they become apparent.
14	Carry out all daily and periodic machine checks prior to first use ensuring equipment is safe to operate and fit for use as required and recorded accordingly.
15	Wear, regularly inspect and maintain all personal protective equipment issued by the Council to ensure that it is always fit for purpose.
16	Operate all road going vehicles in a manner which ensures the safety of the operator, other colleagues and members of the public, by observing all relevant risk assessments, drivers handbook and being vigilant at all times.
17	Ensure all vehicles and equipment are maintained in a clean and tidy state at all times.
18	Observe manufacturer's instructions, risk and COSHH assessments and exclusion information including signage when using chemicals. Complete relevant usage sheets after such materials are used.
19	Report incidences of building defects, safety hazards, site security risks, antisocial behaviour, criminal activity byelaw infringement, illegal camping, traveller activities and anything else which might affect site user enjoyment of the site or the Council's reputation or financial position to the Team Leader or Manager.
20	Ensure that any site being worked upon is secure during work and also when the site is vacated.

21	To provide an efficient, effective and comprehensive customer orientated service, delivering the duties associated with the post in accordance with the Councils' policies, Standing Orders, Financial Regulations and other authorised procedures and practices.
22	Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
23	Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
24	To promote the service and Councils positively at all times.
25	The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Executive Head of Service: <i>(print name)</i>	

Signature:	
Date:	