

DORCHESTER TOWN COUNCIL

Name

Post: Gardener

JOB DESCRIPTION

Main Objective of Post

To ensure the delivery of a high quality of horticultural, arboricultural and amenity maintenance in Borough Gardens in Dorchester. Involving hands-on working, on the job training of junior staff, organisation of and team working with other members of staff allocated to you working on site and, on occasions, other open spaces.

Main Accountabilities

1. To assist the Head Gardener (HG) in the overall management and maintenance of the Borough Gardens.
2. As a Gardener you will be responsible for and carry out, a wide range of horticultural tasks either singly or with the team. A flexible working approach is essential to this post, the whole range of hard/soft landscaping operations undertaken by the maintenance team will be carried out by the post holder (Training will be provided where necessary) these works could include but are not restricted to:- Grass Cutting, Shrub maintenance, ground based tree maintenance, litter clearance, landscaping operations, nursery work, helping to design and plant annual bedding displays and shrub replanting schemes, assisting in the general decoration /minor repair of buildings, seats, fences, painting , cleaning etc.
3. The use of good horticultural practices to ensure the quality of maintenance in the gardens is of a very high standard. The expectation is that standards will never fall below those required to achieve a "Green Flag award" and normally exceed them.
4. In the absence of the Head Gardener, allocating the day-to-day tasks to the onsite team, checking of their work and dealing with any problems that arise. To assist in the development of programmes of work for the maintenance of the Borough Gardens and to prioritise them. Supervising allocated staff including monitoring their performance and ensure that productive output is achieved whilst undertaking work in a safe and professional manner. In the absence of the head gardener, to promptly request from the Assistant Town Clerk Outdoor Services, any additional help, materials or specialist skills help required to meet peak demand in the gardens.
5. Take part in weekend watering/nursery rota and ensure others on the rota understand the duties required of them at weekends and that any holiday cover is organised. Some occasional evening and weekend work will be required when significant events are held in the gardens or the wider town area.
6. Ensuring a safe working environment for staff and visitors. This will include safety checks of facilities and landscape features and the monitoring of equipment and tools. You will be responsible for ensuring any repairs or re-instatements identified by the head gardener

(within the skills set of the team) are carried out promptly. In the absence of the head gardener, where necessary, requesting for any necessary specialist repair/maintenance to be carried out.

7. Work with volunteers and placements who help within the gardens, ensuring safe working practices, their own personal safety and the safety of others.
8. With the head gardener, ensure that staff employed in the Gardens are aware of the byelaws covering activities within them and to ensure that staff are polite, civil and courteous in their dealings with the public.
9. When required, to co-ordinate with the evening and weekend Park keepers whose role is primarily one of security, litter clearance, gate locking, tidying and minor horticultural works as required.
10. Under the direction of the Head Gardener, implement the requirements of the site management plan for the gardens. Contribute to the development of annual improvement projects for inclusion within the action plan.
11. To facilitate and support the organisers of various entertainment events held in the gardens throughout the year and hirers of the Borough Gardens House room.
12. Under the instruction of the Head Gardener, liaise with and oversee the work of outside contractors undertaking work within the gardens.
13. This list is not exclusive and the post holder will be required to undertake other reasonably related duties as required by the Town Council. These duties may be altered from time to time in accordance with the changing demands of the service. Whilst predominantly Borough Gardens based the post holder will be required to work at other locations within the Dorchester Town Council boundary as necessary.

If you are not fully skilled but possess general gardening knowledge and experience this is a developing post where you could enter at the lower grade and after gaining experience and undertaking training progress to the higher grade. Training will be provided both in house and by external provisors.

Signed..... Date.....

**DORCHESTER TOWN COUNCIL
PERSON SPECIFICATION**

Job Title: Gardener

QUALITY	ESSENTIAL	DESIRABLE
1. Qualifications	NVQ Level 3 in Horticulture, apprenticeship or equivalent, alternatively extensive practical experience.	Educated to GCSE Level in English/Maths Supervisory qualification. Tree inspection qualification. Advanced Horticultural qualifications
2. Related experience including voluntary work	Minimum of 3 years Horticultural experience, preferably working in a public environment. A good knowledge of Health and Safety in the working environment. Experience of dealing with the public Experience of working on own initiative and as part of a team. Horticultural practices. Staff Supervision.	Extensive propagation and nursery production experience. Previously working in a similar post and environment. Tree inspection experience. Holding open days/events in gardens /parks. Plant production
3. Skills and Abilities	Good organisational skills. Able to prioritise own workload and the work of allocated staff. Able to meet strict deadlines. Experience of Flexible working. Team working skills. Shrub pruning and maintenance skills. Wide range of horticultural skills. Skilled in the use of a wide range of horticultural equipment and machinery	Use of electronic notebooks/work pads. Supervising volunteers and placements. Production of carpet bedding and/or formal bedding displays. Plant propagation skills.

<p>4. Knowledge</p>	<p>Full driving licence holder Certificates for safe use of Hand mowers and Brush cutter, Manual Handling training. Operation of ride on mowers. A full understanding of health and safety at work requirements. Knowledge of horticultural principles and practices.</p>	<p>Safe use of chainsaw certificate Tractor driving Certificate. Safe use of hedge trimmer certificate First aid qualification PA1 & PA6a spraying certificates.</p>
<p>5. Personal Qualities</p>	<p>Good decision maker Able to establish effective teamwork with a highly flexible approach. Personal warmth and friendly responsive approach to colleagues and members of the public at all levels. Able to work effectively under pressure. Self-reliant, open and honest. Practical and common sense approach to problem solving. Trustworthy with confidential information. Receptive to new ideas. A keen sense of personal responsibility and the need to lead by example. An advanced awareness of the importance of delivery high quality work.</p>	<p>Able to contribute to the further development of the Gardens. Familiar with flexible working methods.</p>

6. Other	<p>This post currently involves routine weekend working half days Sat and Sun. approx. 1 week in 4 which is classed as paid non-contractual overtime.</p> <p>You will be required to train as a first aider.</p>	<p>Occasional additional non-routine overtime working will be required to cover any major incident or event.</p>
7. Things to consider	<p>This post is an outdoors based role. You will be required to work outside in all-weather types, appropriate protective clothing will be supplied and it is expected it will be used/ worn.</p> <p>There are relatively early morning starts (usually by 07:30) and you must to get to site on time to start work promptly.</p> <p>There are hazards associated with this type of work for which you will be trained to be aware. Working procedures control these hazards and you will be expected to follow those procedures and apply them to any staff allocated to you. You will be expected to carryout physically demanding tasks as part of your normal working routine.</p> <p>Some tasks are repetitive, and you will need developed skills to overcome the occasional repetitive tasks and avoid becoming bored.</p>	