

## **JOB DESCRIPTION**

<b>Directorate:</b>	Executive Director's
<b>Division:</b>	Environment
<b>Post No &amp; Job Title:</b>	T431 – T432 Gardener/Horticulture Apprentice
<b>Grade:</b>	Grade 2
<b>Responsible to:</b>	Grounds Maintenance and Arboricultural Manager

**Main purpose of the job:** To undertake and successfully complete a two-year horticultural apprenticeship. Working within the Parks and Environment team the post holder will work in parks, open spaces, cemeteries and other landscaped areas undertaking general horticultural maintenance of these areas. The post holder will work as part of a team and receive on the job training under the supervision of qualified and experienced staff. The post holder will also work in the offices at Kimberley Depot, working alongside officers within the Business and Projects team. This will comprise assisting in horticultural and landscape design work, inspections and general administrative duties. On the job training will again be provided.

### **Main Duties and Responsibilities:**

#### **A: Outdoor Working**

Through appropriate training the post holder will gain the knowledge and experience enabling them to contribute to the following key tasks, working as directed by the Team Leader or Grounds Maintenance and Arboricultural Manager/Assistant Grounds Maintenance Manager.

1. General grounds maintenance work including all routine, horticultural and maintenance tasks. You will be required to use all standard horticultural equipment together with powered hand tools and light plant.
2. Assist with the planting of trees, shrubs and seasonal bedding.
3. Assist with minor tree pruning work.
4. Assist with the maintenance of sports facilities and play areas.
5. Assist with the construction and repair of facilities at relevant sites.
6. Work at Bramcote Crematorium as required, to assist in the general horticultural maintenance and cleanliness of the site.

7. Maintain all machinery used in connection with the work in a clean condition. Set up machinery prior to use to ensure effective operation.
8. Undertake as required, overtime working in the evenings and at weekends.
9. Carry out any other relevant duties as required by Grounds Maintenance and Arboricultural Manager.

#### B: Technical/Administrative Work

10. Answer telephone calls, deal with customers face to face.
11. Assist with providing general administrative services to enable the efficient running of the team.
12. Assist with the design of landscape/horticultural schemes by using relevant computer software packages.
13. Working alongside other officers in the team, undertake site visits to assess complaints, enquiries and comments relating to the Grounds Maintenance Service.
14. Working alongside the Council's Tree Officer, assist in the management of the Borough's tree stock.
15. It may be necessary to attend occasional evening meetings or work outside normal office hours.

#### C: Training

16. Over the term of the apprenticeship, develop an understanding of the service and contribute towards improving the service through team meetings.
17. Through regular Personal Development Reviews and the Apprenticeship framework, identify in consultation with the Grounds Maintenance Manager and Arboricultural Manager and the Conservation and Green Spaces Manager, any internal or external training courses as appropriate.

#### D: General

18. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

#### **DESIGNATED CAR USER**

A designated car user status has not been attached to this post.

#### **SPECIAL CONDITIONS**

Duties will include work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of Horticulture & Landscape Apprentice but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.