

EPHING FOREST DISTRICT COUNCIL ROLE PROFILE

JOB TITLE: Gardener Grounds Maintenance – Grade B

PURPOSE OF THE JOB:

To undertake grounds maintenance work on Council owned Land including: highway verges, playing fields, landscaped areas, woodlands, open spaces, cemeteries and playgrounds. To drive and be responsible for Council vehicles, plant and equipment.

Ensure the council meets its statutory obligations and that the highest standards of probity and good conduct are maintained at all times.

Contribute as a member of the Grounds Maintenance Team and to the Council. Work collaboratively across the organisation to bring about change and improvements to service delivery within finite resources.

Take collective responsibility for ensuring excellent services are provided to our residents

KEY RESPONSIBILITIES

Corporate

Ensure our customer service and delivery is excellent and continually improves

To observe all the requirements of Safeguarding and to report any potential concerns in accordance with the councils safeguarding policy

Service

Responsible for delivering of the Grounds Maintenance Services in a geographic area designated within the North/South of the district.

To undertake general grounds maintenance duties and horticultural operations as required including but not exclusively grass cutting, hedge trimming, shrub pruning, weeding, chemical application, tree care and over-marking of sports areas.

Work with the Craft/Lead gardener and Grounds Maintenance Officer to enhance the service. Ensure the work of the service is high quality and achieves contractual objectives.

To give guidance to lower grade gardeners/ temporary members of staff as necessary.

To ensure relevant health and safety guidelines and safe working methods are observed at all times including the wearing of appropriate PPE.

To drive and maintain EFDC vehicles, machinery and tools as required and report any damage or malfunction.

To accurately complete all associated paperwork and attend all mandatory service training courses as directed.

Duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

SKILLS/KNOWLEDGE/ATTRIBUTES

<p>Education</p>	<p>A good standard of general education is required including basic IT skills.</p> <p>Formal Horticultural Training including PA1 and PA6 and knowledge relating to grounds maintenance activities.</p> <p>Demonstrate a good understanding of associated grounds maintenance machinery and equipment.</p>
<p>Experience</p>	<p>Previous experience with general grounds maintenance including the safe use and operation of pedestrian operated mowing equipment, trimmers, hedgecutters and hand tools associated with the role.</p> <p>Maintenance and Operation of a Ransomes Highway 3 or similar ride on mowing equipment.</p> <p>Operating within a small team and to tight deadlines with the ability to be able to work outside of core seasonal hours when necessary.</p> <p>Evidence of being able to work in a timely manner under own initiative and to a good standard without supervision.</p> <p>A full clean driving licence with the ability to drive and operate associated council vehicles and machinery</p>
<p>Knowledge & Skills</p>	<p>Ability to communicate effectively with work colleagues and be courteous to members of the public</p> <p>Ability to accurately complete work records and use councils iTrent computer system.</p> <p>To be physically fit and use equipment requiring agility, strength and dexterity</p> <p>Ability to work outside in all weathers</p> <p>Good time management skills</p> <p>To be willing to accept flexible work patterns and duties as required and able to follow works instructions.</p>
<p>Behaviours</p>	
<p>Trust</p>	<p>Able to demonstrate personal conduct, integrity and credibility that inspires confidence in work colleagues, customers and others.</p> <p>Self-awareness and understands how own style and behaviour impacts on the performance of others.</p>
<p>One Team</p>	<p>The ability to communicate and work effectively with team member and work colleagues.</p> <p>Demonstrate strong emotional intelligence and resilience.</p>

	<p>Successfully work with others to achieve results through high performance.</p>
Performance	<p>Strong focus on outcomes</p> <p>Proactive and tenacious in approach</p> <p>Demonstrate the ability and willingness to drive through continuous improvements in performance delivery</p> <p>To be accountable for personal performance through meeting agreed personal targets through undertaking planned programmes of professional development.</p>
Innovation	<p>Good judgement in seeking improvements to the service.</p> <p>Demonstrate the ability to safely adopt creative solutions to work problems.</p>
Customer	<p>Demonstrate a strong customer focus and consult with our customers to understand their service needs.</p>
Other Requirements	<p>Good interpersonal and communication skills including the ability to get along with other team members and work colleagues</p> <p>Ability to attend training courses</p> <p>Ability to work contractual seasonal hours and from any Council owned depot/premises within the District.</p> <p>Willingness to work across all areas of the Grounds Maintenance Service and other Technical Service Teams as required.</p>