

HUNTINGDON TOWN COUNCIL

JOB DESCRIPTION

POST TITLE	Groundsperson/Gardener
GRADE	Scale SCP 18-20
PURPOSE OF JOB	To assist with the maintenance of the Council's Parks, Play Areas, Open Spaces and Property Landscapes in accordance with service provision agreed by the Council
ORGANISATIONAL RELATIONSHIPS	The post is supervised by the Parks Manager or (or the Town Clerk, or an appointed Deputy in his absence)
OTHER RELATIONSHIPS	The postholder will have contact with users of the Council's services and administrative staff

DUTIES & RESPONSIBILITIES

The Gardener can expect to be required to undertake any of the following activities and whilst this list is not exhaustive or comprehensive it is intended to give an indication as to the type of duties involved. Such duties will from time to time vary according to the particular tasks to be undertaken especially in connection with Special Events promoted by the Town Council:-

- (1) Grass cutting by either tractor drawn machinery, motor driven hand steered mowers or pedestrian propelled mowers or shears (vertical and upright). On rare occasions grass will need to be cut with a scythe in respect of which proper instruction will be given to ensure the Gardener's competence to handle this piece of equipment.
- (2) Digging by spade or fork or other suitable implement including hoeing and weeding by hand or implement.
- (3) Planting out from pots or trays to flower beds.
- (4) Tree planting including the necessary staking and tying.
- (5) Limited tree surgery involving the climbing of ladders, the use of saws mechanical and otherwise (including chainsaws where an appropriate Certificate is held). Tree felling by axe or chainsaw (where an appropriate

Certificate is held) under supervision where appropriate.

- (6) Greenhouse work including planting of seeds, pricking out, potting on and cleaning down etc.
- (7) Maintenance of machinery including daily inspections of vehicles and equipment, minor repairs including (where capable) welding, brazing, soldering and other items of fabrication.
- (8) Washing down plant and equipment with high pressure washer and by other appropriate implements.
- (9) Spraying (where an appropriate Certificate is held), by either knapsack sprayer or wheeled spray equipment or (in appropriate cases) by hand, fertilisers, top dressing and agrochemicals including weed killers both selective and general.
- (10) Items of minor building works which may from time to time include laying of bricks, paving slabs, minor items of joinery work.
- (11) Driving the Council's vehicles including tractor, Land Rover and associated trailers and any other vehicle for which the employee is properly licensed and which the Council may from time to time have in its possession, on loan or on hire.
- (12) In connection with the town's Christmas decorations, to assist in the erection of the town's Christmas trees and other decorations erected by the Council including the climbing of ladders, the use of tower scaffold and the use of hydraulic lifting equipment.
- (13) Electrical works of a minor and simple nature such as basic plug connections of 240 volt ac, 110 volt dc and 12 volt/6 volt dc.
- (14) The preparation of the bowling green or the cricket wicket during normal hours (and abnormal hours by arrangement) including the marking out, cutting, re-seeding, filling, laying out boundary rope, lane markings etc.
- (15) The watering by manual or mechanical means of plants in flower beds, flower boxes and hanging baskets.
- (16) The erection of fencing including digging of holes, installation of posts, wire, gates and associated furniture etc.
- (17) The laying out and marking of hockey and football and tennis pitches and courts including the proper use of white line marking powder equipment.

- (18) The use of grass cutting equipment of the "Flymo" type and strimmers, electric hedge cutters.
- (19) The use of general equipment such as portable generators, electric power drills, side grinders and any other items of equipment of a like nature which from time to time the Council might require to use.
- (20) The collection and disposal of items of rubbish from litter bins on areas within the Town Council's control.
- (21) The carriage of general items of equipment within Council vehicles and trailers in connection with Christmas lighting, Pancake Races and any other Special Event with which the Council is involved.
- (22) To attend such training sessions as the Town Council may from time to time arrange in connection with Health and Safety at work, fire precautions and action etc., Control of Substances Hazardous to Health etc.
- (23) At all times to undertake duties in a proper and workmanlike manner.
- (24) To undertake such other duties as the Town Clerk, the Parks Manager or his Deputy may reasonably require to be undertaken in connection with the Council's activities.
- (25) To use and maintain such protective clothing, tools and equipment as is properly provided by the Council in an appropriate manner and for the purpose for which it was designed.

Signed

Date