



# SEAHAM TOWN COUNCIL

## GARDENER

### JOB DESCRIPTION

1. **JOB TITLE:** Gardener
2. **GRADE:** SCP 17 – 21
3. **LOCATION:** Works Depot at Seaham Cemetery, Lord Byron's Walk, Seaham and such other locations as required.
4. **RESPONSIBLE TO:** Deputy Town Clerk, Grounds Maintenance Supervisor, Gardener (Technical), Gardener (Mechanical).
5. **KEY RESPONSIBILITIES:**
  - A range of mainly manual and technical related operations involving maintenance works to cemeteries, parks, open spaces and other areas and activities operated by the Council.
  - To complete work programmed tasks including grass cutting, weeding, fertilising, planting beds, edging, laying turf and grave digging.
  - To use machinery, conduct minor repairs, maintenance and cleaning operations.
  - To maintain and mark out all sports pitches. Working as part of a mobile team.
  - Driving duties are an essential part of the job.
  - Other non-horticultural tasks involving general repair and maintenance operations including plumbing, painting, electrical and minor building tasks.
6. **OTHER DUTIES AND RESPONSIBILITIES:**

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

  - Dealing with a variety of enquiries from the general public, usually on location.
  - Grave digging; excavating foundations for memorials; allocating grave numbers; if required to enter register details after funerals; grave searches; liaison with Stone Masons; disposal of wreaths; grave planting and maintenance.
  - General maintenance to landscaped, horticultural and grassed areas including

grass cutting; weed control; spraying; strimming; edging; turfing; tree planting; rose/shrub pruning; hoeing; digging; shovelling; planting bedding plants, stone picking and other horticultural gardening operations.

- Assisting with nursery/greenhouse operations involving propagation and related work with plants/equipment and materials.
- Arboricultural operations including tree planting, pruning, lopping, sawing. Only using specialised equipment if appropriately trained, qualified and authorised to do so.
- Snow clearing and applying grit during winter periods.
- Collection and disposal of litter and other materials, including leaves.
- Fine turf maintenance operations relevant to the upkeep of all sports pitches including bowling greens; football pitches; cricket squares.
- General building maintenance work and labouring operations including painting; pointing; joinery; plumbing and minor electrical repairs.
- Routine vehicle and machinery maintenance operations.
- Collection and delivery of post and other work related materials between Council departments.
- Operation of all horticultural equipment including completion of maintenance records. This includes driving and using all kinds of vehicles including tractors; grass cutters; spikers; fine turf machines and such other miscellaneous machines, tools and equipment as are needed for the Council's horticultural and other operational needs.
- Driving is an essential requirement. The postholder must retain a full driving licence at all times.
- Measuring, marking, calculating and operating chemical and other spraying and fertiliser equipment and machines.
- Working with apprentices and trainees to improve their knowledge and experience of the Parks Department's operations.
- Preparation and completion of landscaping, horticultural and similar related new projects.
- Erecting and dismantling Christmas lights and bunting.
- Taking deliveries of materials.
- Working without supervision and using your own initiative.
- To undertake such other reasonable duties of an equivalent nature as the Council may require from time to time.

**Period of Notice**

One month's notice is required by either side in connection with the termination of this post.

**Additional Terms and Conditions Applicable to all Posts**

The additional Terms and Conditions in Appendix A, a copy of which is attached, also apply to this post.



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## APPENDIX A

This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
  - The Council's health and safety policy;
  - The Council's disciplinary procedure
  - The Council's grievance procedure
  - The Collective Agreement entered into by both Unison and the General and Municipal Boiler Makers Unions in July, 2002.

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.