

## Assistant Gardener – Grade 4

### Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

As an Assistant Gardener you will undertake horticultural and landscape maintenance activities, operating a variety of equipment and machinery. You will mostly work outdoors in all weathers and across various locations including parks, shared spaces, roads, pavements, or schools. Focusing on ensuring environments are welcoming and attractive, your role may include supporting events and working with other teams to undertake environmental maintenance. You will be part of a team and have the support of a manager.

You will use your skills and experience to make sure our parks, landscapes, shared spaces, roads, and pavements are well maintained, welcoming and attractive. You will receive support from a Chargehand and work as part of a team but also sometimes on your own.

Your main duties will include grass cutting, weeding, planting, pruning, hedge trimming, clearing litter or leaves. You will also undertake landscape maintenance of sports sites and fine turf areas.

You will work to scheduled work programmes to ensure consistent and high standards of maintenance but also undertake ad-hoc works as required, or to support events.

You will use hand tools and powered tools and operate small horticultural machinery to do your job. You will undertake minor maintenance of equipment and may also use service vehicles. Some of your duties will include clearing fly tipping and dog fouling.

You will operate equipment safely and work in line with expected standards and risk assessments. You will ensure records are maintained, support colleagues, and assist to identify and resolve problems. Ensuring our resources are kept clean and secure, including equipment and premises will also be important.

You will engage with members of the public and stakeholders to provide information or to communicate service delivery matters. It will be important for you to ensure a positive image is maintained.

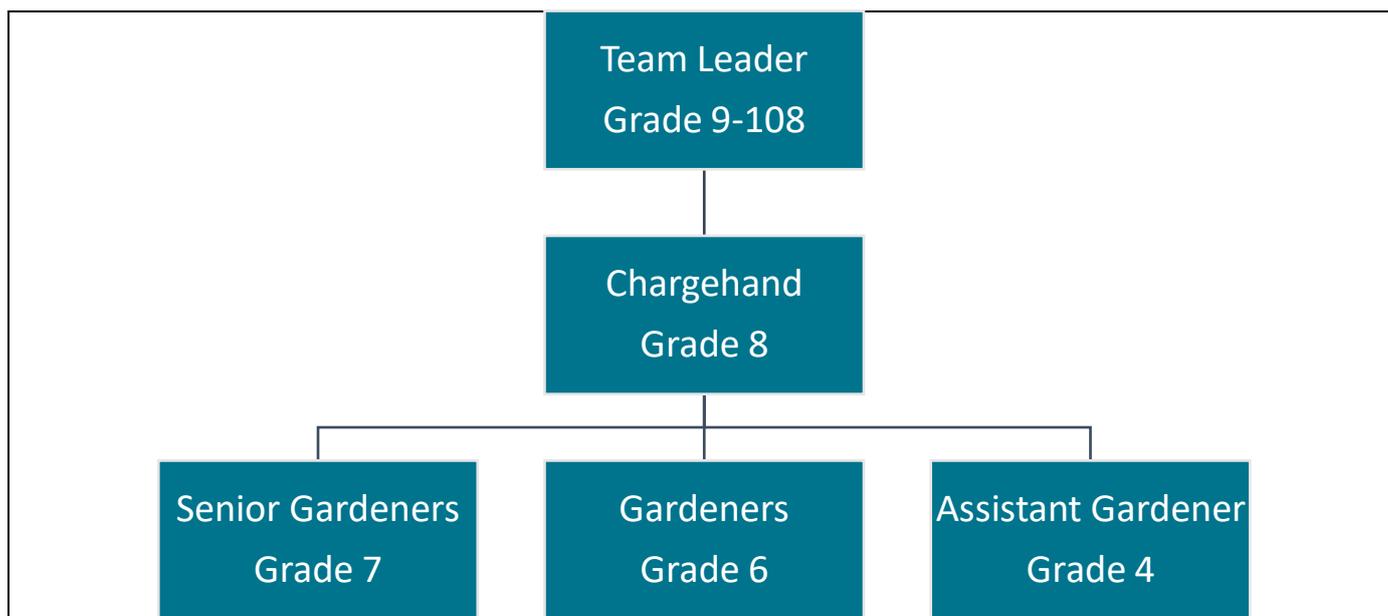
This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

### Key areas of responsibility

- Uses tools and machinery safely and carries out basic landscape and environmental maintenance.
- Works in line with risk assessments, operator's guidance and within vibration limits.

- Supports a positive health and safety culture, complies with all relevant procedures, and undertakes dynamic risk assessments.
- Works to the standards required by the service.
- Supports other members of the team to make sure tasks and activities are completed.
- Completes timesheets and records as required and in a timely manner.
- Makes sure buildings, equipment and machinery are kept clean and secure.
- Resolves basic maintenance problems, reports faults or repair needs to ensure equipment and resources are effective.
- Strives to promote attractive and successful communities, reporting more serious problems.
- Demonstrates commitment to a work pattern which reflects the seasonal nature of gardening and open space use.
- The Service uniform and personal protective equipment (in accordance with the appropriate health and safety legislation and manufacturer's instructions) must always be worn when undertaking gardening duties. The Service uniform must be kept presentable.

## Position of job in organisational structure



## Employee Specification

| <b>Knowledge, qualifications, skills and experience</b>   | <b>Shortlisting criteria</b> |
|---|------------------------------|
| NVQ 1 in horticulture or proven experience of undertaking gardening work which demonstrates understanding of horticultural techniques, practices, and maintenance activity. | Essential                    |
| Has proven experience in the use of garden machinery and equipment, including hand and power tools.   | Essential                    |
| Has numeracy and literacy skills to complete basic documentation and an ability to input basic data onto IT systems.  | Essential                    |

| Knowledge, qualifications, skills and experience   | Shortlisting criteria |
|--|-----------------------|
| Knowledge of health and safety and types of practices relevant to this role to work safely.  | Essential             |
| Has the ability to work well alone or as part of a team.   | Essential             |
| Ability to communicate with customers and colleagues on work delivery matters.   | Essential             |
| Prepared to work outdoors in all weather conditions.   | Essential             |
| Prepared to undertake a range of duties, including clearing litter, dog fouling and fly tipping.   | Essential             |
| Willing to undertake work patterns which require flexibility, working longer days during the summer season and to work any 5 days out of 7.  | Essential             |
| Accepts medical screening and any other screening appropriate to occupational risk will be required to ensure you are able to carry out physically demanding work including bending, lifting, and working at heights and walking for considerable periods. | Essential             |
| Accepts a basic DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.  | Essential             |
| We require applicants to possess a full and valid driving licence. It is essential that you hold a full and valid driving licence.<br><i>For this recruitment process a full valid driving licence is not a requirement.</i>                               | Essential             |

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

|              |                     |                    |            |
|--------------|---------------------|--------------------|------------|
| Job Category | Parks & Greenspaces | Grading ID         | 1040       |
| Job ID       | 80100118            | Last Updated       | March 2021 |
| Job Focus    | No                  | Career Progression | No         |

## Contractual Variants

|               |        |                        |       |
|---------------|--------|------------------------|-------|
| DBS Category  | Other  | DBS Type               | Basic |
| Health Check  | Yes    | Politically Restricted | No    |
| 24/7 working  | No     | Public Holidays        | No    |
| Night Working | No     | Alternating Pattern    | Yes   |
| Standby       | No     | Other                  | No    |
| Checked by HR | M Lunn |                        |       |