

# Chargehand Gardener – Grade 8

## 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. The vision is to provide quality 'joined up' services that focus on the whole street environment, from parks and communal areas to roads, pavements, and schools to ensure neighbourhoods are welcoming, attractive, and successful.

As a Chargehand Gardener you will be responsible for a broad range of horticultural/landscape maintenance operations within a geographical area, and for meeting predetermined target frequencies as required. You will also be responsible for a team of gardeners/senior gardeners, including the planning of work, staff deployment and supervision. You will illustrate through your work extensive understanding of horticultural techniques and practices to ensure the team are able to carry out a wide range of horticultural maintenance works and hard and soft landscape works.

You will build and maintain effective working relationships and communication and be a representative of Parks and Greenspace Services with customers and internal and external clients.

As the role is undertaken outdoors you must be prepared to work in all weather conditions. The physical nature of the role requires you to be able to bend, lift, climb and crawl, and work at heights. You may also be required to undertake the standard medical screening and any other medical screening as decided by the Occupational Health Physician.

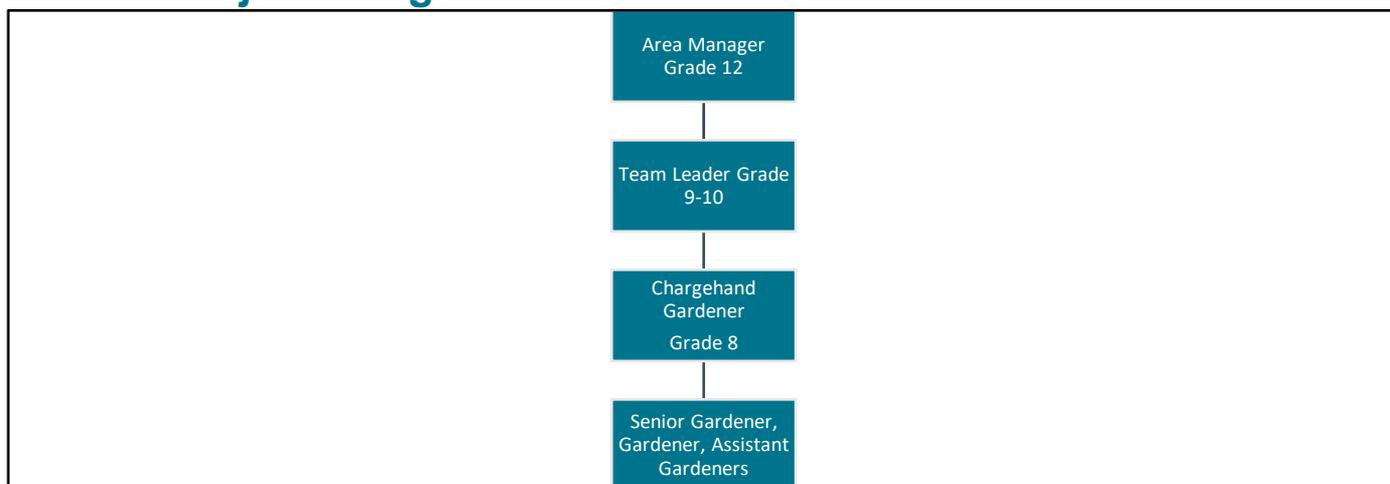
This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Predetermined grounds maintenance programmes are completed in a satisfactory and timely manner. This includes ensuring staff within the postholders team are deployed efficiently and effectively, along with day to day management of any resources, tools, equipment, materials, transport, and machinery required.
- The health and safety of all staff and resources within their control is ensured, through use of risk assessments, the implementation of COSHH requirements and cascading of any HASAWA information as required, for example through toolbox talks.
- Responsibility is taken to ensure the following requirements are met for the chargehand's team and specific work area:
  - Horticultural maintenance work, including grass cutting, hedge trimming, weeding, clearance of leaves and litter is consistently undertaken to the highest standards. The Parks and Greenspaces buildings and equipment are kept clean and tidy.

- General landscape improvement and renovation work, maintenance, setting out and marking out of sports sites and fine turf is undertaken as required.
- Hand tools, powered hand tools and small horticultural machines are operated, and responsibility is taken for basic maintenance of machinery, reporting faults and repairs, and ensuring equipment works efficiently, effectively and within vibration limits.
- Effective communication with the general public and other Parks and Open Spaces employees on day-to-day issues to deliver service objectives.
- Operate Motor Triple and associated machinery is operated, and other vehicles. Responsibility taken for daily maintenance and adherence to service intervals.
- Plans, site preparation and construction information are interpreted and acted upon consistently. Site, materials, plant and resources are kept secure.
- Timesheets and other records for work practices, maintenance and health and safety are completed as required, using manual and computerised systems, as necessary.
- Undertake performance management for staff, including induction, probationary, attendance meetings and formal and informal meetings.
- Provide training, toolbox talks and regularly communicate with staff to support. Identify training requirements and work areas or areas where additional support may be needed for the development of staff, to meet standards and expectations or address areas of concern.
- Monitor and assess operations to check performance Identify training requirements and work areas or areas where additional support may be needed for the development of staff, to meet standards and expectations or address areas of concern.
- Supports the Team Leader/ Management in the monitoring and assessment of productivity and performance. Contribute to identifying ways to improve performance and service delivery
- 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> |
|--|------------------------------|
| Ability to carry out a broad range of horticultural/landscape maintenance operations.  | Essential                    |
| Hold a full driving licence in order to drive appropriate vehicles and have the ability to pass the Kirklees Drivers Assessment. Also, ideally hold categories C & E on a driving licence or a willingness to undertake training to achieve this.  | Essential                    |
| Ideally possess NVQ Level 3 within horticulture or equivalent qualification, ability to demonstrate understanding of horticulture practice and techniques to demonstrate ability to work at this level.  | Essential                    |
| Food and Environmental and Protection Act (FEPA) Pesticides Application 1 and 6a qualifications.   | Essential                    |
| Completion of Motor Triple Driver Training Course and working knowledge of motor triple maintenance requirements.  | Essential                    |
| Ability to interpret plans, setting out site preparation and implementation.   | Essential                    |
| Supervisory and training/coaching experience, and ability to effectively carry out performance management processes for the management of staff  | Essential                    |
| Ability to work with minimum supervision, organising own and team workloads to meet deadlines and skills to motivate a team  | 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, working at heights, walking for considerable periods, use of hand and power tools and driving. | 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                    |
| 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                    |

## 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 2. Find out more about [Council Behaviours and Expectations](#).

## General information

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

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         | 570           |
| Job ID       | 80100298            | Last Updated       | 08 March 2021 |
| Job Focus    | No                  | Career Progression | No            |

## Contractual Variants

|               |          |                        |                  |
|---------------|----------|------------------------|------------------|
| DBS Category  | Children | DBS Type               | Basic            |
| Health Check  | Yes      | Politically Restricted | N                |
| 24/7 working  | N        | Public Holidays        | N                |
| Night Working | N        | Alternating Pattern    | N                |
| Standby       | N        | Other                  | Seasonal pattern |
| Checked by HR | MM       |                        |                  |