

JOB DESCRIPTION

Vacancy reference:	SRF32096
Post Title:	Gardener
Grade:	Grade 3
School/Department:	Grounds Maintenance
Reports to:	Senior Gardener
Responsible for:	NA

Purpose

To carry out ground's maintenance work within agreed maintenance areas; ensuring that the service is delivered to the University and other customers in accordance with agreed service level agreements.

Main duties and responsibilities

- Ensure that allocated reactive and planned grounds maintenance is undertaken in an efficient, professional and timely manner
- Carry out all grounds maintenance work to the standard agreed within current SLA's

Health and Safety responsibilities

- Carry out all grounds maintenance work in accordance with departmental safe systems of work, risk assessments or agreed safe working practice
- Report to a line manager breeches in health and safety or other concerns in a timely manner
- Wear, when necessary, any PPE provided
- To be proactive in maintaining, supporting & promoting a secure and safe working environment for all customers, staff and visitors

Other responsibilities

- To follow any reasonable instruction from the Senior Gardener team leader or other line manager
- To use initiative to plan and carry out tasks within the boundaries of the role without supervision
- Work as part of a team and work on any University owned property as and when required
- Maintain all relevant documentation such as timesheets or check sheets
- Maintain an appropriate level of appearance by wearing the uniform provided and ensuring it is regularly washed
- To drive works vans and other self-propelled works equipment when instructed
- Any other duties requested by the Head of Grounds Maintenance and or the Facilities Maintenance Director

Supervision received

Supervision will be received from the area Senior Gardener who will plan work allocation and oversee the safe and efficient running of the team. Instruction will be received from the Senior Gardeners, Deputy Head of Grounds Maintenance or Head of Grounds Maintenance who directs all grounds maintenance work at the University.

Supervision given

This post will involve working with other gardeners and sometimes other members of staff, contractors or volunteers. All staff but especially those who have greater industry experience are expected to support and assist their colleagues with their continuing professional development and Grounds team goals.

Contact

Students, contractors and University staff at all levels.

Terms and conditions

36 hours per week working 8am to 4pm Monday to Friday. Some weekend and evening work may be necessary if required.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 27/03/17

PERSON SPECIFICATION

Job Title	School/Department
Gardener	Grounds Maintenance

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Able to undertake lifting and manual tasks. • Able to work outside all year in a range of environments • Experience in carrying out a wide range of grounds maintenance tasks • Able to plan own work and have an input into scheduling of tasks. • Experience in the safe use of common grounds maintenance tools and machines • Good verbal communication skills. 	<ul style="list-style-type: none"> •
Attainment	<ul style="list-style-type: none"> • Post holder to participate and succeed in any training deemed appropriate to the role • A valid driving licence • GCSE A-C or equivalent in English Language • Post holder to hold or able to attain Pesticide spraying certification PA1 and PA6 	<ul style="list-style-type: none"> • Recognised qualification in amenity horticulture or equivalent
Knowledge	<ul style="list-style-type: none"> • Broad knowledge of grounds maintenance practices. • General knowledge of Health and Safety practices. • Working knowledge of hand held and ride on machinery 	<ul style="list-style-type: none"> • Understanding of risk assessment. • Understanding of service provision. • Knowledge of habitat creation and environmental work.
Relevant Experience	<ul style="list-style-type: none"> • Previous experience of working in grounds maintenance teams. 	<ul style="list-style-type: none"> • Experience in a similar organisation.
Disposition	<ul style="list-style-type: none"> • Self-motivated and able to lone work • A team player who gives reliable service at a consistently high level • Ability to get on well with other team members, clients and other site users 	

Completed by Rupert Taylor

Date:24/01/19