**Job Description**

**Main Purpose of Job:**

To undertake grounds maintenance on highway verges, parks, cemeteries, open spaces and private customer sites, with the ability to receive and act upon instruction from the Assistant Grounds Manager and Senior Gardener/Groundsman.

**Initial Key Responsibilities:**

1. To carry out a wide range of practical horticultural tasks, including the use of mechanical plant and machinery.
2. Use all tools, equipment and machinery in a safe and correct manner, ensuring they are well looked after and properly maintained.
3. Liaise with customers, general public and colleagues with the ability to represent the service in a positive manner.
4. Complete various documents including time sheets, tick sheets and diaries. If driving, you are also required to fill in a driver inspection book.
5. Mowing, using ride on and pedestrian machines, strimming, hedge cutting etc.
6. Grass maintenance in parks, open spaces and highways, including clearing grass from hard surfaces after cutting.
7. Litter picking/ street cleansing duties as required.
8. Drive various vehicles within the scope of an appropriate license.
9. Carry out basic care and maintenance to plant, tools and equipment.
10. Complete paperwork as instructed.
11. Carry out other duties from time to time, provided they are within the general level of responsibility of the post and within the abilities of the post holder.
12. Ensure that reasonable care is taken at all times for the health, safety, and welfare of you and other persons and to comply with the policies and procedures relating to health and safety.
13. Demonstrate personal commitment to ESSL policies and strategy.
14. The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

**Line Manager: Assistant Grounds Manager**

Note: This is a description of the job as it is constituted at March 2024 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Company to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Company’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Company reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Full knowledge and understanding of basic health and safety issues and legislations
* Knowledge of the local area
* Previous experience using a range of grounds machinery and plant
 | * Previous grounds maintenance/horticultural experience
* Previous experience of dealing with the general public.
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| **Skills and Abilities:** | * Good team player with positive flexible approach
* Well motivated with desire to achieve high standards.
* Good communication skills with both general public and colleagues
* Ability to work with minimal supervision, work to strict deadlines whilst under pressure
* Good basic skills in the care and operation of garden machinery, hand tools and equipment.
 | * Possess a range of practical grounds maintenance skills
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| **Education and Training** | * Full driving licence
 | * Relevant horticultural qualification
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| **Other Requirements:** | * A commitment to own development and to supporting training and development initiatives.
* An understanding that the role involves working in all weathers.
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