

DORCHESTER TOWN COUNCIL

Name

Post: Skilled Gardener

JOB DESCRIPTION

Main Objective of Post

To ensure the delivery of a high quality of horticultural, arboricultural and amenity maintenance in Borough Gardens in Dorchester. including hands-on working, on the job training of junior staff, organisation and team working with other members of staff working on site and, on occasions, other open spaces.

Main Accountabilities

1. To assist the Head Gardener (HG) in the overall management and maintenance of the Borough Gardens.
2. As a Skilled Gardener you will be responsible for and carry out, a wide range of horticultural tasks either singly or with the team. A flexible working approach is essential to this post, the whole range of hard/soft landscaping operations undertaken by the maintenance team will be carried out by the post holder (Training will be provided where necessary) these works could include but are not restricted to:- Grass Cutting, Shrub maintenance, ground based tree maintenance, litter clearance, landscaping operations, nursery work including both annual and shrub production, helping to design and plant annual bedding displays and shrub replanting schemes, assisting in the general decoration /minor repair of buildings, seats, fences, painting , cleaning etc.
3. The use of good horticultural, nursery production and arboricultural practices to ensure the quality of maintenance in the gardens is of a very high standard. The expectation is that standards will never fall below those expected to achieve a "Green Flag award" and normally exceed them.
4. In the absence of the Head Gardener, allocating the day to day tasks to the onsite team, checking of their work and dealing with any problems that arise. To apply and assist in the development of programmes of work for the maintenance of the Borough Gardens and to prioritise them. Supervising allocated staff including monitoring their performance and ensure that productive output is achieved whilst undertaking work in a safe and professional manner. In the absence of the head gardener, to promptly request from the Assistant Town Clerk Outdoor Services, any additional help, materials or specialist skills help required to meet peak demand in the gardens.
5. Work with existing onsite staff to ensure nursery production is efficient and timely to ensure plants of a good quality for use in the gardens.
6. Take part in weekend watering/nursery rota and ensure others on the rota understand the duties required of them at weekends and that any holiday cover is organised. Some occasional evening and weekend work will be required when significant events are held in the gardens.

7. Ensuring a safe working environment for staff and visitors. This will include daily safety checks of facilities and landscape features and the monitoring of equipment and tools. You will be responsible for ensuring any repairs or re-instatements identified by the head gardener (within the skills set of the team) are carried out promptly. In the absence of the head gardener, where necessary, requesting for any necessary specialist repair/maintenance to be carried out. Informing the ATCOS when existing equipment is about to become obsolete or identifying additional equipment which would facilitate the continuing high maintenance standard of the gardens.
8. To assist in identifying any externally provided training needs of staff and to ensure that these requirements are made known to the ATCOS.
9. Work with volunteers and placements who help within the gardens, ensuring safe working practices, their own personal safety and the safety of others.
10. With the head gardener, ensure that staff employed in the Gardens are aware of the byelaws covering activities within them and to ensure that staff are polite, civil and courteous in their dealings with the public.
11. To co-ordinate with the evening and weekend Park keepers whose role is primarily one of security, litter clearance, gate locking, tidying and minor horticultural works as required.
12. Under the direction of the Head Gardener, implement the requirements of the site Management Plan for the Gardens and when requested by the ATCOS, assist in the review of the plan. Contribute to the development of annual improvement projects for inclusion within the action plan.
13. To facilitate and support the organisers of various entertainment events held in the Gardens throughout the year and hirers of the Borough Gardens House room.
14. Under the instruction of the Head Gardener, liaise with and oversee the work of outside contractors undertaking work within the gardens.
15. This list is not exclusive and the post holder will be required to undertake other reasonably related duties as required by the Town Council. These duties may be altered from time to time in accordance with the changing demands of the service. Whilst predominantly Borough Gardens based the post holder will be required to work at other locations within the Dorchester Town Council boundary as necessary.

Signed..... Date.....