

## Shepway District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Head Gardener – Folkestone
<b>Service Area / Team</b>	Place & Growth / Grounds Maintenance
<b>Reports to</b>	Grounds Maintenance Manager – Horticulture / Arboriculture / Technical Services
<b>Post Number</b>	TBC
<b>Grade &amp; Annual Salary</b>	Grade D
<b>Politically Restricted Post</b>	No
<b>DBS Requirement</b>	Basic

JOB PURPOSE
<ul style="list-style-type: none"> <li>To ensure effective and efficient service provision within delegated area of work by managing teams and their workloads.</li> <li>To ensure the high standards associated with the section are achieved by way of best horticultural practice and industry standards.</li> <li>To allocate personnel, materials and equipment to various sites and maintain efficient progress on all works undertaken.</li> <li>To ensure all documentation is maintained with regard to CoSHH, Health &amp; Safety (H&amp;S), vehicles, personnel and legal requirements.</li> <li>To assist all Grounds Maintenance Managers and Team Leaders with service provision including meeting deadlines and liaison with stakeholders, volunteers, contractors and other FHDC departments.</li> </ul>

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/monthly/annually etc)
<ul style="list-style-type: none"> <li>To manage teams carrying out maintenance to the delegated grassed areas, hedges, flower beds, shrub and rose beds and any other works relating to grounds maintenance as appropriate.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>To have an excellent understanding of the Green Flag criteria and to lead teams in carrying out works in accordance with these.</li> </ul>	Daily

<ul style="list-style-type: none"> <li>• To carry out site preparation and landscaping as directed.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To assist the Manager with delivery of contracts.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To lead the teams in carrying out all work to a high standard without the need for close supervision in accordance with agreed standards and good horticultural practice.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To direct staff and assume supervisory responsibilities, ensuring that staff are effectively managed.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To assist line managers in the preparation of work programmes.</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>• To take responsibility for ensuring vehicles and plant are checked, used and maintained correctly as appropriate. This includes a wide range of vehicles and equipment e.g. 4x4 trucks, tractors, ride on mowers, pedestrian mowers, strimmer's, hedge cutters, utility vehicles, 360 excavators, dumpers and various tractor mounted machinery such as the composter.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To take responsibility for ensuring all documentation is maintained with regard to Risk Assessments, CoSHH, H&amp;S, vehicles and personnel.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• In the absence of the Manager to represent him/her on matters appertaining to the effective running of the service.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To prepare work programmes and agree with the Manager.</li> </ul>	Weekly
<ul style="list-style-type: none"> <li>• To be fully flexible to work wherever required within the scope of the section.</li> </ul>	Ongoing / As required
<ul style="list-style-type: none"> <li>• To take responsibility for ensuring that all depots within delegated area are kept clean, tidy and safe.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To undertake training in order to control invasive weeds by chemical spraying and stem injection systems including pesticide application rates and records.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To take an active role in writing risk assessments and safe systems of work.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To ensure that site rules are adhered to.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To undertake onsite training to new and seasonal staff ensuring that they are capable of using equipment allocated to them.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To manage red diesel tank, advising the office when stock levels are low and that fuel is used and stored correctly.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To actively encourage good customer service from all staff</li> </ul>	Daily
<p><b>Individual duties by team:</b></p> <p><u>Cemeteries</u></p> <ul style="list-style-type: none"> <li>• To check burial bookings, organise the planning, preparation, digging, laying out and back filling of internments in the allocated cemeteries. Informing the burials office and manager of any changes made or required and to keep accurate records of the same.</li> <li>• To ensure that burials take place in a sensitive and professional manner and that visitors to the cemetery are treated with respect and courtesy.</li> </ul>	<p>Daily</p> <p>Ongoing</p>

<ul style="list-style-type: none"> <li>• To ensure that Hawkinge Grounds Maintenance depot runs in a safe and efficient manner, monitoring vehicle movements within the depot area and ensuring site rules are adhered to.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To accept deliveries and ensure safe, appropriate storage of bedding plants (up to 20,000 at any one time), diesel fuel and other large items such as play equipment.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To manage other operations undertaken on site such as improvements to the infrastructure or other commercial ventures as they arise.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To manage teams responsible for the upkeep of other cemeteries and graveyards.</li> </ul>	Daily
<u>Highways Team</u>	
<ul style="list-style-type: none"> <li>• To ensure that Oxenden depot runs in a safe and efficient manner, monitoring vehicle movements within the depot area and ensuring site rules are adhered to.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To manage the team and associated assets / fleet (Vehicles and machinery).</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To undertake minor repairs to small tools and machinery in order to ease pressure on the main workshop facility.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To ensure all Highway verges are maintained in accordance with remits set by KCC Highways.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To ensure all Highway shrub beds are maintained in accordance with remits set by KCC Highways.</li> </ul>	Annually
<b>*Folkestone - Coastal Park/ Kingsnorth Gardens / Parks team*</b>	
<ul style="list-style-type: none"> <li>• To have an excellent understanding of the Green Flag criteria and to lead teams in carrying out works in accordance with these.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>• To ensure that the Coastal Park and Kingsnorth Gardens continuously meets the high standards set by the Green Flag Award.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To ensure environmental and ecological values within the parks are met.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To manage the Coastal Park, Kingsnorth Gardens and Folkestone Parks teams and associated assets / fleet.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To be the lead contact for events within the boundaries of the parks, meeting organisers and assisting on the day.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To ensure that the Coastal Park play area is maintained on a day-to-day basis in a safe manner particularly in regard to the sand safety surface.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>• To report issues regarding parks infrastructure, interpretation boards and street furniture.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To oversee the Coastal Park, Park Keepers team with regards to waste management and cleansing of public toilets.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To make minor repairs to parks infrastructure where appropriate.</li> </ul>	As required
<ul style="list-style-type: none"> <li>• To undertake relevant training in order to control pests within the Coastal Park with regards to rat baiting and wasp control in the wider district on FHDC land including accurate record keeping.</li> </ul>	As required

<ul style="list-style-type: none"> <li>• To obtain and apply pesticide control knowledge adhering to the Council's green credentials.</li> <li>• To carry out staff induction.</li> <li>• To ensure the CP, KG and Parks depots and storage containers are tidy, well stocked, alarmed and locked upon exit.</li> <li>• To undertake minor repairs to small tools and machinery in order to ease pressure on the main workshop facility.</li> <li>• To lead volunteering groups in designated areas.</li> <li>• To assist with planting of seasonal floral displays and their watering requirements.</li> </ul>	<p>As required</p> <p>As required</p> <p>Ongoing</p> <p>Annually/As required</p> <p>As required</p> <p>As required</p>
<p><u>Housing - Twiss Depot, Hythe</u></p>	
<ul style="list-style-type: none"> <li>• To ensure that Twiss depot runs in a safe and efficient manner, monitoring vehicle movements within the depot area and ensuring site rules are adhered to.</li> <li>• To manage teams and associated assets / fleet.</li> <li>• To ensure Housing areas are maintained to high standards that set by the service level agreement.</li> <li>• To undertake minor repairs to small tools and machinery in order to ease pressure on the main workshop facility.</li> </ul>	<p>Daily</p> <p>Daily</p> <p>Ongoing</p> <p>Annually/ As required</p>
<p><u>RMC/ Wakefield Walk/ HTC, Twiss Depot, Hythe</u></p>	
<ul style="list-style-type: none"> <li>• To have an excellent understanding of the Green Flag criteria and to lead teams in carrying out works in accordance with these.</li> <li>• To manage RMC/ Wakefield Walk and Hythe Town Council contract teams and associated assets / fleet</li> <li>• To be the lead contact for events within the boundaries of the parks, meeting organisers and assisting on the day</li> <li>• To make minor repairs to park infrastructure where appropriate</li> <li>• To undertake relevant training in order to control pests within the areas with regards to rat baiting and wasp control in the wider district on FHDC land including accurate record keeping.</li> <li>• To ensure the depot and storage units are tidy, well stocked and alarmed and locked upon exit.</li> <li>• To undertake minor repairs to small tools and machinery in order to ease pressure on the main workshop facility.</li> </ul>	<p>Ongoing</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Daily</p> <p>Annually/ As required</p>

## **CORPORATE RESPONSIBILITIES**

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

## **The key decision making areas in the role**

- Day to day allocation of resources and equipment dependant on work priorities, seasonal influences, site conditions and corporate objectives.
- Weekly, monthly and seasonal work programming.
- The post holder is responsible for making decisions on the job to ensure the health and safety of themselves, the team and the general public. When on site it is the post holder's responsibility to ensure all matters relating to site health and safety are in place prior to work commencing. This typically involves the erection of warning signs and rigid barriers to prevent access to the site by unauthorised persons.
- The post holder is responsible for assessing environmental and site conditions prior to commencing works and has to make a decision whether to continue, reorganise or cancel the operation ( e.g. when the ground is too wet, frozen or unstable, unsafe).
- The post holder must ensure appropriate machinery is used for all operations and has to abort works should their equipment become damaged. They will have to organise a recovery and reallocate staff in order to complete the task.
- To respond to grounds maintenance related emergencies, including transportation of breakdown fleet and emergency arboriculture works.
- To provide advice to the line manager on issues related to tractors and other specialist equipment.

<b>The wider context of the role</b>
• Allocation of bedding plants to individual beds and plants for other planting schemes
• Calculation of spray rates and equipment calibration
• Assisting in delivery of contracts
• Calculation of pesticide application rates for pest eradication
• Assisting in delivery of Green Flag Award criteria
• Allocation of vehicles, plant and equipment to teams
• Interaction with the public on site, contractors and members
• Ensuring burials are carried out in safe manner and according with the instructions provided by the burial officer
• Excellent mechanical understanding of fleet and machinery in order to be able to recognise faulty equipment and in order to carry out repairs on these

## Folkestone & Hythe District Council Person Specification

### Post Title: Head Gardener – Folkestone

<b>Important Information for Applicants:</b>				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. <b>If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.</b>				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths.</li> <li>▪ Qualification in amenity horticulture or equivalent.</li> <li>▪ Full driving licence.</li> </ul>	✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>▪ First Aid certificate</li> <li>▪ Certificate in pesticide application. NPTC PA1 &amp; PA6A Spraying.</li> </ul>	✓ ✓		
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Previous experience / sound knowledge of horticulture.</li> <li>▪ Sound knowledge of cemetery operational procedures (i.e. use of shuttering, mechanical excavator, dumper truck etc)</li> <li>▪ Experience in maintaining mixed borders.</li> <li>▪ Experience in all manner of soft landscaping, shrub bed maintenance, annual flower bed maintenance, herbaceous borders, hedge cutting etc.</li> <li>▪ Experience and knowledge of all elements of machinery operation relating to grounds maintenance and grave digging operations.</li> <li>▪ Excellent understanding of relevant health and safety legislation applicable to the role.</li> </ul>	✓  ✓ ✓ ✓	✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> <li>▪ Experience of managing a team or working in a supervisory role</li> <li>▪ Experience of working within a customer facing environment.</li> </ul>	<p style="text-align: center;">✓ ✓</p>	<p style="text-align: center;">✓ ✓</p>	
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Experience of driving with a trailer</li> <li>▪ Understanding of COSHH regulations.</li> </ul>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓ ✓</p>	
<b>Skills and Abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ The ability to work as part of a team and on own initiative.</li> <li>▪ Ability to cope with a physically demanding role.</li> <li>▪ The ability to work without supervision and manage a team.</li> <li>▪ Competent in carrying out maintenance checks on machinery.</li> <li>▪ Ability to contribute effectively to the work of the team.</li> <li>▪ Ability to effectively deal with conflict and confrontation.</li> <li>▪ Excellent oral and written communication skills.</li> <li>▪ Excellent interpersonal skills.</li> <li>▪ Able to maintain written records and ensure audit trails are completed.</li> <li>▪ IT literate.</li> <li>▪ Ability to deal with repetitive work.</li> <li>▪ Ability to understand and follow health and safety regulations and procedures.</li> <li>▪ Adaptable and flexible approach with the ability to work any 5 out of 7 days in certain high-profile areas of the service.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	