



Coventry City Council

Job Description

Job Title:	Skilled Gardener/Groundsman	Job Number:	
Service:	Streetscene & Greenspace Parks	Post Number:	001923
Location:	War Memorial Park, Top Green and Spencer Park	Grade:	4

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To carry out high quality gardening and grounds maintenance duties within the city's Premier War Memorial Park, Top Green Park & Spencer Park and the surrounding areas. To ensure a good visitor experience and to improve standards continually throughout the park sites.

Main Duties and Responsibilities:

1. Organise and lead gardening & grounds maintenance activities throughout the parks as follows:
 - a. Planting – seasonal displays, perennials, shrubs, hedging, wild flora & trees
 - b. Maintenance of all planting within the parks
 - c. Selective pruning of shrubs and trees to improve safety, site lines and general maintenance activities (ride-on mowing)
 - d. Erection and dismantling of sports equipment, mainly goal posts
 - e. Football pitch maintenance & repairs as necessary
 - f. Chemical control of weeds where necessary within approved procedures and health & safety guidelines
 - g. Ground level tree works using hand and power (with appropriate certification) tools to remove small fallen trees and limbs
 - h. Pond maintenance
 - i. Ride-on and pedestrian grass cutting
 - j. Strimming, hedge cutting (formal and informal), lawn edging & blowing
2. Undertake driving duties operating utility vehicles, small van and ride on grass cutting equipment. Comply with the Council's driving & telephony policy (while driving) and general road traffic legislation
3. Operate tractors using a range of equipment/attachments, including:
 - a. Trailers
 - b. Verti-drain
 - c. Topper mowers
 - d. Flails & flail collector
 - e. Rotovater
 - f. Front-end loader
4. Organise & direct the work of lower graded staff, utilising resources effectively. Resolve any minor issues/problems that are within your abilities.

5. Provide on the job training and guidance to lower graded operatives & assist apprentices with all aspects of their apprenticeship
 6. Liaise with park users to resolve any problems and answer queries that may arise, forward to line manager any issues you are unable to resolve
 7. Bring to the attention of the Garden Supervisor/WMP Manager any issues that need to be addressed by the cleansing and grounds service (litter bin emptying, flail hedge cutting, gang mowing)
 8. Ensure that safe working methods are being adhered to at all times and contribute to updating risk assessments, safe systems of work and COSHH procedures
 9. Complete daily records detailing duties carried out & any relevant reports for management about on-going works
 10. Direct and assist with on-site cleansing activities as required, usually after busy weekends, bank holidays and events. Ensure that the site furniture is kept in a good condition
 11. Undertake snow clearing and gritting of pedestrian areas as necessary, throughout War Memorial Park and other areas as necessary (winter)
 12. Any other duties and responsibilities within the range of the salary grade
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Employees within team

Responsible to: Garden Supervisor

Date Reviewed: March 2014

Updated: August 2022



Job Title:	Skilled Gardener/Driver	Job Number:	
Directorate:	City Services & Development	Post Number:	
Service:	Streetscene & Greenspace Parks	Grade:	4
Location:	War Memorial Park, Top Green and Spencer Park		

Area	Description
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Knowledge:	• In depth knowledge of horticulture and modern practices
	• Wide range of machinery and equipment
	• Knowledge of tractor operation using various implements
	• Environmental understanding and appreciation
	• Knowledge of health and safety requirements
	• Knowledge of COSHH
	• Knowledge of managing wild flora

Skills and Abilities:	• Ability to operate a wide range of machinery/equipment
	• Ability to follow verbal & written instructions, including plans for planting
	• Numeracy and literacy skills to complete reports, undertake risk assessments
	• Customer care skills to liaise with the public
	• Ability to work as part of a team and to direct and lead a team
	• Able to transfer skills to other operatives through informal training
	• Ability to undertake a range of gardening/groundsman tasks which will involve some bending and lifting
	• Ability to work with minimum supervision
	• Ability to prioritise workload
	• Flexibility to adapt to changing priorities
	• Basic ICT skills required for using computers
	• Able to undertake routine maintenance of garden equipment

Experience:	• Significant experience of operation of plant and equipment
	• Experience of planting, pruning and grass cutting operations
	• Practical experience of gardening maintenance
	• Of team leading

Educational:	• A formal horticultural qualification or working towards one
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	<ul style="list-style-type: none"> • Full UK driving licence preferable
	<ul style="list-style-type: none"> • PA1 and PA6 trained (desirable)
	<ul style="list-style-type: none"> • Chainsaw operation certified preferable

Special Requirements:	
	<ul style="list-style-type: none"> • Able to work outdoors in most weathers
	<ul style="list-style-type: none"> • Willingness to undertake appropriate training and develop skills and knowledge.
	<ul style="list-style-type: none"> • Able to work flexibly across any shift if necessary.

Date Reviewed: March 2014

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