

Parks Section – Seasonal Gardener/Labourer - Grade NTNSP Pay Band 1 – SCP 8
(£16,629 pro-rata)

If you are enthusiastic, green fingered and hands on with a desire to keep all gardens, grounds and parks beautifully presented and maintained then we would like to receive an application form from you. As well as having practical experience you should be hardworking, flexible and self-motivated. Applicants must be physically able to undertake the demands of the job.

Application packs can be obtained from the HR Department on 696455, downloaded from www.douglas.im or collected from the Henry Bloom Noble Library. Closing date for the receipt of completed applications is 5.00 pm, Wednesday, 23rd May 2018.

**PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER
MEMORANDUM OF AGREEMENT 2015**

JOB OUTLINE

DEPARTMENT: Environment & Regeneration

SUB-SECTION: Parks

DESIGNATION: Seasonal Gardener / Labourer

REPORTS TO: Chargehand

DURATION OF POST: Seasonal (April – September)

HOURS OF DUTY: Normal hours 37 per week
Monday to Thursday: 8.00 am – 4.00 pm
Friday: 8.00 am – 3.30 pm
Daily lunch break: 12.00 noon – 12.30 pm

STANDBY: N/A

BASE: Ballaughton Nursery

GRADE: Band 1 – SCP 8 (£16,629 pro-rata).

PERSONAL PROTECTIVE CLOTHING Compulsory

INTERDEPARTMENTAL WORKING:

All staff employed in the Parks Section will be interchangeable within and between the Parks Service provided such duties are deemed to be within the competence of the employee as assigned to you by the Chargehand, Assistant Heads of Parks (Services and Maintenance) and the Head of Parks.

MAIN PURPOSE OF THE JOB

Undertake work and assist higher graded gardeners in the maintenance of grounds in parks, housing estates, cemeteries, highway areas and similar open spaces.

SUMMARY OF MAIN DUTIES

1. Undertake general maintenance with minimal supervision to complete tasks including mowing, hedge trimming, planting, pruning, seeding, litter clearance, and application of chemicals.

2. Ground maintenance such as basic setting out and marking of sports pitches along with the upkeep of artificial/synthetic pitches, to include the erection and dismantling of sports and other equipment and any cleaning required in public buildings such as changing rooms.
3. Soft and hard landscaping to include simple construction work.
4. Assist with skilled tasks such as the propagation and nursery care of plants, site preparation and construction as required.
5. Constructional labouring work, erection and dismantling of sports or other equipment.
6. Cleaning (e.g., public buildings such as changing rooms and toilets).
7. Use of and routine daily maintenance of various horticultural hand tools, power tools, and plant, including the operation of tractor-mounted equipment if required.
8. Delivery/collection of supplies.
9. Responsibility for the direction of work of trainees and/or other employees assigned to the postholder.
10. Total compliance with the Council's no-smoking policy.
11. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
12. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
13. To be responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self and any visitors to the site.
14. Participate fully in discussions relating to any changes deemed necessary to the job outline reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
15. Such other duties within a similar level of responsibility as may from time to time be required by the Chargehand, Assistant Heads of Parks (Services and Maintenance) and the Head of Parks.

SKILLS REQUIRED	Essential	Desirable
Gardening Experience	X	
An NPTC Certificate in pesticide application or the willingness to gain one	X	
Some formal training in gardening or groundwork		X
Physically fit and capable of heavy work		
Reliable with a caring, honest and hardworking approach	X	
Ability to work on own initiative without supervision and an ability to develop good relationships with colleagues (internal and external)	X	
Basic literacy and good communication skills	X	
Ability to follow instructions and adapt to specific operational procedures	X	
Ability to work in all weather conditions (indoor and outdoor)	X	
Full clean valid driving licence		X

RESOURCES THE JOB OCCUPANT IS RESPONSIBLE FOR: Any equipment, materials, tools and or vehicles under the direct control of the employee during employment.

CONTACTS THE JOB OCCUPANT MIGHT ENCOUNTER: Members of the public and other employees on a daily basis.

SUPERVISION No

HEALTH Physically fit

TRAINING Provided as is necessary

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO? Yes

Signed _____

Signed Line Manager _____

Signed Chief Officer _____

Date _____

Evaluation (date) N/A

Date (updated) 01/15