



JOB DESCRIPTION

Post	Gardener/Estates Operative
Reports to	Estates Manager
Hours	37 hours per week + overtime if required
Holidays	Under review
Pension	Aviva Pension Scheme
Salary	£23,000 - £25,200
Based at	Memorial Workshops, Memorial Playing Field, Paddock Wood
Job Purpose	<p>Duties may vary on a weekly basis: -</p> <ol style="list-style-type: none"> 1.Undertake maintenance, conservation and compliance works across Paddock Wood Town Council sites. 2. As part of an operational team undertake the delivery of general grounds maintenance. To include parks & play areas, woodlands, street furniture, public amenities, tree works, civic and community events. 3. Post holders will be expected to work as part of a team within the operational grounds department, including waste removal and disposal, re-cycling and covering other areas including play area inspections, and testing.
Job Responsibilities	<ol style="list-style-type: none"> 1.To work closely with other partners, stakeholders, and the general public 2. Horticultural duties as specified including gardening weeding and maintaining flower beds and shrub beds. 3. Working in the Town Council nature reserve & woodlands, supporting the volunteers as required. (The applicant will need to be a Chainsaw user and experience of working with a chainsaw all day for several days) 4.To undertake a range of tasks in the designated areas in a safe manner. These may include supporting the maintenance of open spaces and play areas on a weekly basis, litter picking, sweeping and emptying of litter/dog bins to deal with 'hot spot' issues as appropriate. 2. Removal and control of weeds and other vegetation. 3.Grass cutting/stripping, shrub and hedge cutting operations on an ad hoc basis, 4.Minor pruning of bushes and trees as required. 5.Taking appropriate action in dealing with dog faeces, fly tipping, fly posting and graffiti. 6. Minor building/grounds works including repairs to fences & gates. 7.Emergency cleaning, painting, and minor repairs to street furniture, including benches, bins, bus shelters etc. Basic DIY 8. Salting and gritting in specified locations, as directed.



General	<ol style="list-style-type: none">1. Be aware of, comply with and work within relevant Health & Safety legislation, Council H & S policies and procedures as detailed in the H & S documents, risk assessments and specific method and COSHH statements.2. To report incidents and complaints as required to supervisor.3. Follow reporting procedures in relation to accidents, incidents, dangerous occurrences and near misses involving persons (Council employees or otherwise) on Council property.4. Comply with PPE requirements associated with the role.5. Make suggestions and contributions to the improvement, development and planning of the service.6. Report repairs or defects affecting Council grounds assets as well as cemetery furniture and fittings to the Estates Manager.7. Assist with updating and maintaining information boards and signage.8. Carry out duties in a safe and professional manner.9. Undertake minor maintenance works as directed on other Town Council owned assets. This may include allotment bus shelters, signage, public amenities.10. Participate in delivering civic & community events where operational assistance may be required. To include Remembrance Day Service,11. To work in close liaison with the Estates Manager with weekly regularity to ensure clear lines of communication.12. Comply with systems and processes and Council Policy and Procedures.13. Complying with the Council's Equal Opportunities, Equality and Diversity, H & S and Safeguarding and Data Policies at all times.14. Where appropriate to act as a designated key holder for Town Council facilities which are the responsibility of the Estates Team.15. Undergoing any other duties as reasonably requested by the Estates Manager or Town Clerk.16. Undergoing such training as shall be identified17. Weekend working from time to time with Time off in Lieu to be used for recovery of hours. Early morning watering of plants during the summer months for which overtime will be paid. <p>This job description may be reviewed and amended to suit departmental requirements in consultation with the postholder, in the light of any organisational development.</p>
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