

Job Description Estates Maintenance Gardener

Job Title	Estates Maintenance Gardener-Grade A	
Department/ Section	Estates Maintenance	
Hours of Work	37.5 per week	
Main Purposes of job	<p>To undertake, with a minimum of supervision, routine grounds maintenance including:-</p> <ul style="list-style-type: none"> • Grass cutting with commercial machinery • Control of weeds by manual and chemical means • Litter collection around main entrance areas • Planting out seasonal displays in beds and containers • Seasonal pruning and plant care • Hedge cutting and boundary maintenance by hand and with commercial equipment • Minor tree surgery • Winter gritting and snow clearing • Basic maintenance of surface water drainage • Application of fertilizers/top dressings to maintain quality of appearance 	
Key Tasks	1	Maintenance of the grounds and gardens within the Airedale Estate to the highest achievable standards.
	2	Grass cutting routines with self-propelled commercial grade grass cutting machinery including basic machine maintenance/adjustment and the safe use of all grass cutting and other types of machinery to ensure safety of the individual and passers by.
	3	Sweeping and cleaning roadways and main entrance areas, including the removal of litter, to maintain the Estate in a tidy condition.
	4	Control of flower beds, hanging baskets and containers, including planting, pruning, weed control and feeding.
	5	Control of weeds by traditional methods and by chemical spraying.
	6	Roding and cleaning surface water drainage to ensure proper operation.

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	<p>7 Participation in grounds improvement schemes and where required support other disciplines in developing the amenity value of the estate.</p> <p>8 To assist with any other duties as assigned by the Head Gardener</p> <p>9 To be self-starting, self-motivating and capable of showing and using one's own initiative.</p> <p>10 To maintain customer confidentiality and promote good customer liaison at all times.</p> <p>11 To provide assistance to Maintenance Engineers or other more senior grades on new works or repairs (not necessarily ground related) when directed to do so by supervisory staff in the performance of their duties in either an active or in a safety role.</p> <p>12 To use the relevant gardening tools and equipment safely without risk to self or others.</p> <p>13 To use chemical agents such as pesticides, herbicides and proprietary fertilizers in a safe manner without risk to self or others.</p> <p>14 Shall be prepared to undertake additional training in order to fulfil the requirements of the post, satisfy new regulations/legislation or to further to develop the post holders duties.</p> <p>15 Be expected to produce work to a consistently high standard of work across the whole range of duties and applications required.</p> <p>16 The preparation and re-finishing with paint or varnish of garden furniture elements and storage of same on a seasonal basis.</p> <p>17 The use and effective operation of four wheel drive vehicles with a variety of attachments such as trailers, salt/grit hoppers, snow ploughs etc.</p>
Key /Results/Objectives	<ul style="list-style-type: none"> • Completion of work records • Work completed in line with schedules and timescales • Reports any adverse event to line manager and completes on line form • Patient satisfaction surveys show no incidents \concerns regarding service • No issues raised via PALS
Responsible for staff/equipment	N/A

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Reporting to	ESTATES MAINTENANCE HEAD GARDENER
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Document Change Record:		
Issue No:	Section Changed:	Nature of Latest Change:
1	N/A	New document control system added.

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