



Lyme Regis Town Council

Job Description

Job Title	Head Gardener	Grade	SCP 19-22 (£19,945 - £21,589)
Section	External works	Hours	<p>47 hours per week: April, May, June and September (Mon-Thu 7am-5pm, Fri 7am-4.30pm)</p> <p>37 hours per week: July, August, October, November (Mon-Thu 8am-4pm, Fri 8am-3.30pm)</p> <p>27 hours per week: December, January, February, March Mon and Tue 8am-3.30pm, Wed and Thu 8am-3pm</p>
Reporting To	Operations Manager		

Job Purpose

- To lead on the development, management and maintenance of the council's open spaces: approximately 30% of the post holder's time is devoted to this; the remainder will be undertaking gardening duties
- To lead and manage the gardening team
- To contribute to the management of the external works' team
- To lead on relevant projects, e.g. garden design, vehicle procurement, bedding

Main Duties

- To lead and plan horticultural operations
- To lead and manage the gardening team
- To manage attendance in the gardening team
- Ensure the team's safe use of equipment and personal protective equipment (PPE)
- Undertake equipment and PPE inspections
- Order plants, materials and supplies
- Arrange equipment servicing and repairs
- Organise rotas
- To assist with the maintenance and repair of equipment and council assets
- To notify the operations supervisor of any faults or vandalism to council assets and take any remedial action
- Ensure work spaces and gardens are left clean and tidy
- Undertake appropriate training
- To undertake gardening duties

- Pest, disease and weed control including use of chemicals
- Advise staff on equipment and safe working practices
- Work to objectives and to agreed budgets
- To deputise for the operations supervisor.

Dimensions

- Responsible for the safe and appropriate use of tools and machinery
- Responsible for the safe keeping and good condition of tools, machinery and other equipment provided.

Supervision and Work Planning

- The post holder will be line managed by the operations manager with day-to-day gardening tasks overseen by the operations supervisor.

Contacts

- The public
- Other employees
- Councillors
- Contractors and suppliers

Physical Effort And/Or Strain

- The work is of a physical nature and will involve a high proportion of manual work including, but not limited to, the lifting and moving of heavy materials and the operation of heavy machinery, e.g. tractor, beach surf rake, lawn mowers and other gardening and construction machinery.

Working Environment

- The work varies with the seasons; it is predominantly outside in all conditions.
- Some lone working will be required
- Some evening, weekend and bank holiday working is required

Equipment

- Personal and protective equipment is provided
- A mobile phone is provided
- Uniform and footwear is provided.

General

- This job description contains the main duties relating to this post and does not describe in detail all the tasks required
- On occasions, the post holder will be required to undertake other duties commensurate with the post.

