

Lancaster City Council - Job Description & Person Specification

Job Title:	Gardener / Tractor Driver	Grade:	GG57	Job Code:	LCC822
Service/Team:	Environment & Place, Public Realm	Role Type: *Delete as appropriate	COMM	Reports to:	Public Realm Supervisor (Grounds)
Line Manages: *Title/s & LCC Code	N/A				

Job Overview
To work across the district to deliver an efficient and effective service by undertaking a wide range of grounds maintenance duties to the highest possible standard.
Direct Responsibilities
<ul style="list-style-type: none"> Areas of work will include assisting with amenity grass cutting, litter management, graffiti removal, leaf clearance, hard landscaping, dyke management, street furniture, playground installation, weed growth and cultivating of the districts bedding areas. There is a requirement to drive fleet vehicles up to 7.5 tonnes including towing trailers. It will be expected that the post holder maintains a clear, current driving licence*. Using the tractor, you will be expected to maintain the councils sport pitches and beaches to the highest possible standard. Undertake the emptying and replenishing of litter bins across the districts public open space to ensure facilities are free and available for public use. Tasks of the post will require the appropriate use of both manual and power tools, carts and vehicles and will involve pedestrian and ride on lawn mowers. These will include, but not limited to, mowers, strimmer's, hedge cutters, chainsaws. In accordance with guidelines and with appropriate training, the post holder will be expected to oversee and action the safe removal and disposal of drug paraphernalia. To communicate in a polite, courteous and professional manner with members of the public, ensuring you are proactive when advising residents and visitors appropriately. You must take responsibility for the cleanliness of your work environment, ensuring any accidents or spillages and cleaned up accordingly. Undertake house clearances and disposal from council stock and/or private dwellings. Undertake and action seasonal snow clearance, gritting and de-icing will be undertaken in line with current procedure. Areas of public space will include, but are not limited to, beaches, streets, public parks and gardens, cemeteries, back alleys and boundaries.

Lancaster City Council - Job Description & Person Specification

- To assist in the set up / take down and stewarding of events on public open spaces as required.
- To work with the parks community and volunteers across the park grounds as and when appropriate.
- Ensure you maintain all relevant paperwork/record keeping and complete and return to the office in a timely manner for items such as, but not limited to, fly tipping forms, customer service request forms and vehicle maintenance checks.
- Complete hazard report forms where necessary and ensure health and safety policies and procedures are adhered to at all times, including Hand Arm Vibration logs.
- To maintain an excellent standard of appearance and conduct as a representative of Lancaster City Council, wear the uniform and personal protective equipment provided to you during works time.
- To assist the Street Cleansing, Nursery and Waste & Recycling teams on related tasks as and when required in line with the business needs.
- To work outdoors all year around in inclement weather
- Undertake other reasonable manual duties appropriate to the grade and experience of the post holder, adhering to manual handling good practice, as requested by the Public Realm Supervisor, Senior Officers and any reasonable requests by other office staff.

Primary Measurable Objectives

- To ensure all our open spaces are clean, attractive and to assist in gaining an understanding of the different needs of our communities.
- Create a positive image for the district by improving and maintaining the cleanliness of our streets, focusing on litter, fly tipping, graffiti

Primary tasks within the role that will help us achieve on the council ambitions:

- Areas of work will include assisting with amenity grass cutting, litter management, graffiti removal, leaf clearance, hard landscaping, dyke management, street furniture, playground installation, weed growth and cultivating of the districts bedding areas.
- To communicate in a polite, courteous and professional manner with members of the public, ensuring you are proactive when advising residents and visitors appropriately.
- Using the tractor you will be expected to maintain the councils sport pitches and beaches to the highest possible standard.

Lancaster City Council - Job Description & Person Specification

- Ensure you maintain all relevant paperwork/record keeping and complete and return to the office in a timely manner for items such as, but not limited to, fly tipping forms, customer service request forms and vehicle maintenance checks.

Staff Management Responsibilities

- **Not applicable**

Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<p>To hold a City in Guilds Award in Agriculture tractor driving and related operations especially experience in side arm operations or relevant experience.</p> <p>Full driving licence Including HGV and category C1E</p>	<p>To hold relevant chainsaw crosscut cert.</p> <p>Hold relevant plant machinery certificates, digger, dumper, roller etc.</p>	App Form, Interview, Certificate
Experience	<p>Ability to work effectively and flexibly in a team.</p> <p>Ability to work under pressure and meet set deadlines. which entails working outside contracted hours.</p> <p>Proactive approach to problem solving.</p> <p>Ability to record information accurately and concisely.</p> <p>Well-developed listening skills and the ability to assimilate information.</p> <p>Ability to deal with challenging customers.</p>		App Form, Interview
Job Related Skills, Knowledge & Abilities	To undertake internal operation competency training on vehicles including Tractors, HGV's, mechanical sweepers, vans, trailers.		App Form, Interview

Lancaster City Council - Job Description & Person Specification

	<p>To have a good knowledge of the area and schedules and adhere to them daily</p> <p>To have the confidence and ability to work alone and perform efficiently with trust and integrity</p> <p>To be able to make decisions around tasks on a daily basis and to feedback to line managers on any areas which need further resources.</p> <p>You must be able to read, carry out and follow written instructions</p> <p>You must have good communication and team working skills</p> <p>Must be able to adhere to Health and Safety Policies and Procedures</p> <p>Able to lift weights of up to 20kg and physically able to carry out the duties of the role</p> <p>Ability and willingness to work outdoors in all weather conditions.</p>		
Personal Attributes Including Interpersonal & Communication Skills			App Form, Interview
Special Requirements/Other	<p>Working week will be 37 hrs Monday to Sunday on a 5 out of 7 rota including</p>		App Form, Interview

Lancaster City Council - Job Description & Person Specification

	<p>evenings, weekends and bank holidays, in line with business needs.</p> <p>The council's uniform and personal protective equipment must be worn at all times.</p> <p>As a normal part of your job, you will be expected to routinely undertake corporate activities on behalf of your Service. This will include undertaking corporate roles and project work, as long as it is appropriate to grade of the post.</p>		
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Lancaster City Council - Job Description & Person Specification

Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	