

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Tractor Driver/ Gardener
Service Area / Team	Technical and Commercial Services
Reports to	Horticultural Manager
Post Number	EC252
Grade & Annual Salary	(£17,046 - £18,334) Grade B
Politically Restricted Post	No
DBS Requirement	Standard

JOB PURPOSE
<ul style="list-style-type: none"> To carry out all grounds maintenance and gardening functions as instructed using tractors and other mechanical plant To carry out all grounds maintenance and gardening functions to the Council's open spaces, cemeteries, water courses, highways, sport facilities, housing areas and all flower displays to best horticultural practices (including Green Flag Award standards) management as instructed To assist with the allocation of personnel, materials and equipment to various sites and maintain efficient progress on all works undertaken and contribute towards those areas covered by the Grounds Maintenance Section, ensuring the Council's standards are achieved and maintained at all times

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> To operate tractors and appropriate implements to carry out grounds maintenance tasks (fine grass cutting using cylinder attachment, rough grass cutting using rotary flat deck attachment, hedge cutting using flail units etc) around the district as per the instruction from the line manager and in a safe manner. Lone working on most days. 	Daily
<ul style="list-style-type: none"> To carry out composting operations using tractor and industrial composter 	As required

<ul style="list-style-type: none"> To carry out watering operations using tractor and a large water tank (towed) 	As required
<ul style="list-style-type: none"> To ensure tractors, vehicles, plant and equipment are regularly checked, maintained and used correctly reporting any defects to the line manager or workshop 	Daily
<ul style="list-style-type: none"> To perform daily audits (pre-start checks) of vehicle equipment, reporting any damage, defect or missing items to the line manager 	Daily
<ul style="list-style-type: none"> To carry out site preparation and landscaping as directed 	As required
<ul style="list-style-type: none"> To carry out all work to a high standard without the need for close supervision in accordance with agreed standards and good horticultural practice 	Daily
<ul style="list-style-type: none"> To carry out a variety of tasks using a wide range of specialist plant and equipment 	Daily
<ul style="list-style-type: none"> To carry out maintenance to grassed areas across the district 	Daily
<ul style="list-style-type: none"> To maintain hedges across the district 	As required
<ul style="list-style-type: none"> To maintain herbaceous borders, flower beds, wild flower areas, shrub and rose beds across the district 	As required
<ul style="list-style-type: none"> To drive council vehicles in accordance with the relevant legal requirements and council procedures and report any incident that involves injury or damage to the staff and/or any third party property or council owned vehicle immediately to the line manager 	Daily
<ul style="list-style-type: none"> To be fully flexible to work wherever required within the scope of the section 	Daily
<ul style="list-style-type: none"> To complete all necessary paperwork as directed 	Daily
<ul style="list-style-type: none"> To ensure work is carried out in a safe manner and in accordance with the Council's Health and Safety Policies 	Daily
<ul style="list-style-type: none"> To respond to emergencies both during and outside of normal working hours 	As required
<ul style="list-style-type: none"> To ensure that all external laws and legislation is adhered to where applicable e.g. driving on and off road. 	Daily
<ul style="list-style-type: none"> Responsible for locking buildings and setting alarm 	Daily

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

ADDITIONAL INFORMATION

Responsibility for Staff (direct reports)	n/a
Responsibility for Staff (indirect reports)	n/a
Financial / Budgetary Accountability <ul style="list-style-type: none"> • Overall Accountability/control (£ value) • Directly Managed (£ value) • Income Generation (£ value) 	n/a n/a n/a
Responsibility for Physical Resources <ul style="list-style-type: none"> • Vehicles / Equipment / Tools • Information Systems • Buildings / External Locations • Maintenance • Stocks / Supplies / Procurement 	Responsible for all assigned vehicles, trailer, grounds maintenance equipment and machinery for example; 2 large (circa £35,000.00) and 1 small tractor (£ 20,000.00), mowers – cylinder unit (£ 35,000.00), rotary cutting unit (£ 20,000), composter (£ 40,000), and water bowser, hand tools, sprayers, utility tractor,

	<p>weed barge, chemicals, blowers etc.</p> <p>Responsible for machinery maintenance and checks.</p> <p>Responsibility for recording information on the relevant log sheets.</p> <p>Responsible for noting any faults to buildings or other council assets and reporting the same to line manager.</p> <p>Responsible for locking buildings and setting alarms.</p> <p>Responsible for mobile phone and any other mobile devices issued.</p> <p>Responsible for the use and care of all PPE and safety equipment issued.</p>
Responsibility for Service Contracts	N/A

The key decision making areas in the role

- The post holder is responsible for making decisions on the job to ensure the health and safety of themselves, the team and the general public. When on site it is the post holder's responsibility to ensure all matters relating to site health and safety are in place prior to work commencing. This typically involves the erection of warning signs and rigid barriers to prevent access to the site by unauthorised persons.

NATURE OF CONTACTS

Internal	<ul style="list-style-type: none"> • Employees • Managers • Members
External	<ul style="list-style-type: none"> • Members of the public • External bodies (e.g. Environment Agency, suppliers, utility companies, emergency services etc) • Private customers • Volunteers

Progression in Role

- **Starting – the required related knowledge / skills / qualifications and experience required at selection**

When employing a new post holder the minimum requirement would be:

A proven experience and knowledge of tractors and their implements is essential.

Level 1 and 2 LANTRA Use of Tractors and their implements is desirable

A recognised qualification in horticulture such as RHS certificate in Horticulture or proven horticulture experience (at least 2 years).

A full driving licence is essential, B+E is desirable.

Knowledge of COSHH regulations is essential and a pesticide application certificate (PA1 /PA6) is desirable.

Good basic education including a reasonable level of English and Maths.

An interest in horticulture, gardening or conservation.

Experience and knowledge of all elements of heavy and other machinery operation relating to grounds maintenance.

Basic health and safety training such as manual handling.

Ability to cope with a physically demanding role.

Excellent communication and interpersonal skills

Ability to work on their own

- **Induction – what initial induction / training is required to become proficient in this role?**

During the first few weeks of employment the post holder will be expected to follow the basic corporate induction framework and complete any departmental induction requirements.

In addition, the post holder will be expected to have a good grasp of their required route and understand their role within the section. They should be able to answer simple customer queries and display good customer service.

Health & safety training will be completed and adhered to including the use of risk assessments, lone work procedures, COSHH and safe systems of work. All required PPE will be issued and the post holder will have informal training sessions to assess their level of competence with all Grounds Maintenance equipment.

- **Proficient – how would this be displayed in the role?**

The post holder will have settled into the team and will be competent at following the daily route and carrying out grounds maintenance tasks with the appropriate equipment, to the required standards in the time given. On a day to day basis contact with the line manager will be minimal unless they encounter an issue that cannot be easily resolved, such as vehicle breakdown, member of the public query or further instruction regarding planting design. They will be able to manage their own equipment requirements, ensuring they have the correct tools for the task before leaving the depot. They will be proficient in carrying out all daily machinery and vehicle checks including fuel and oil. They will be self sufficient in terms of communication with the workshop, managers and other colleagues as required. They will be looking beyond their remit, keeping a watching brief on any ongoing site issues and intervening as necessary. They will be building up knowledge of their customers and assisting them as appropriate. All relevant forms and paperwork will be completed in good time and passed to their manager including accident / near miss reporting. Basic training in all areas, including safeguarding

and first aid, will be complete and the post holder will be keen to learn new skills and undertake more training in areas of their own interest.

• **Advanced – what additional characteristics will be displayed?**

The post holder will be able to deal with more difficult issues and problems without need to refer to the line manager. Service delivery will be enhanced by the post holder working efficiently with sound technical knowledge of all grounds maintenance operations. Post holder will keep abreast of industry standards and new thinking or techniques for effective service delivery. The post holder will be giving excellent customer service above expectations, solving customer problems alone.

Suggestions for improvements to the service will be forthcoming, linked to the council's core values and industry practises. An excellent understanding of all council policies, risk assessments and safe systems of work will be evident as well as the ability to train temporary staff in these procedures.

Folkestone & Hythe District Council Person Specification

Post Title: Tractor Driver / Gardener

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> ▪ Good basic education to GCSE A-C standard or equivalent (including Maths & English) ▪ Qualification in amenity horticulture or equivalent experience ▪ Full driving licence in order to travel around the district 	✓		
	Desirable <ul style="list-style-type: none"> ▪ Driving licence with B+E entitlement ▪ LANTRA level 1 & 2 - Use of tractors and implements ▪ Royal Horticultural Society recognised training in a relevant discipline ▪ Training on plant associated with grounds maintenance e.g. excavator, ride on mower ▪ Certificates in CoSHH, First Aid and Health and Safety in the Workplace ▪ Certificate in pesticide application. NPTC PA1 & PA6A Spraying. 	✓ ✓ ✓ ✓ ✓ ✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> ▪ Demonstrable experience in use of tractors and their implements ▪ Demonstrable knowledge of horticulture. ▪ Experience of mixed borders. ▪ Experience and knowledge of all elements of machinery operation relating to grounds maintenance. ▪ Experience of working within a customer facing environment 	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	

	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Experience in all manner of soft landscaping, shrub bed maintenance, annual flower bed maintenance, herbaceous borders, hedge cutting etc. ▪ Experience of driving with a trailer. ▪ Understanding of COSHH regulations 	✓	✓	
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> ▪ Ability to work as part of a team ▪ Ability to operate on own initiative with minimal supervision ▪ Excellent written and oral communication skills ▪ High level of attention to detail and accuracy ▪ Competent user of IT, particularly Microsoft Office ▪ Proactive and committed to continued service and personal development ▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times. ▪ Ability to demonstrate a professional and customer orientated approach ▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels 	✓	✓	
	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels ▪ High level of attention to detail and accuracy 		✓	

JOB DESCRIPTION / PERSON SPECIFICATION SIGN-OFF		
Completed by	Jana Getliffe, Horticultural Manager	Date: 22.6.2017
Reviewed/Agreed by	Laura Pinkham, Grounds Maintenance Manager	Date : 22.6.2017