

Role Profile

Job Title:	Gardener Driver
Location:	Borough Wide
Department:	Grounds Maintenance
Directorate:	Street Scene
Grade:	C £27,438 - £28,698
Type of Working:	Onsite - Boroughwide
Reports to:	Grounds Maintenance Supervisor

1. Job Purpose:

- To assist in the delivery of high-quality Amenity Horticultural operations within the London Borough of Barnet and to ensure that the service delivery meets the Councils policies and service specifications.
- The Gardener / Driver will work as a member of a team in the borough's parks and open spaces.
- To drive and be responsible for the operation and safe use of service vehicles or any ancillary equipment associated with the provision of the Greenspaces service.

2. Key accountabilities:

Role Specific Responsibilities

- Undertaking Amenity Horticultural operations including grass cutting, pruning, weeding, planting, hedge cutting and leaf, litter collection and cleaning of depots mess rooms.
- Sports turf maintenance including setting out, initial and over marking of sports fields, installation and removal of posts. Fine turf maintenance including grass cutting, aeration, scarification, top dressing etc.
- Ground preparation including rotavating and levelling, planting of areas including seasonal bedding, turf, trees and shrubs.
- Application of chemicals as fertiliser and for weed and fungal control (PA1 / PA6A and NPTC Cert. required).
- Safe operation and maintenance of equipment and tools e.g. ride-on and pedestrian mowers, hedge cutters, brush cutters rotavators spikers and other miscellaneous machines related to grounds maintenance operations.

- To ensure that service delivery is in line with specification and service standards as defined.
- Ability to understand work instructions.
- To ensure that allocated daily tasks are completed.
- To correctly complete overtime sheets, holiday cards, daily logs and any other administrative activities assigned.
- To be trained in and operate equipment in a safe manner and in accordance with safe working procedures.
- To safely and legally drive any Green-Streets or other specialist vehicles associated with the provision of Barnet's Green-Streets vehicles up to 3.5 tonnes G.V.W.
- Be responsible for the cleanliness of the vehicles including the cab and ensure that unauthorised works are not undertaken.
- Be responsible for checking the vehicle or equipment, at the start and end of each use in accordance with the fleet department vehicle fault identification system and / or complete the relevant defect report.
- Willing to undertake any training with regards to driving vehicles including gaining further entitlements to tow trailers and drive vehicles up to 7.5 tonne.

Team Leadership and Management

- A requirement to work as part of a small team for some and / or all of the time.
- Be self-motivated with an emphasis on good industrial relations to enhance successful collaborative working, personal ownership and achievement.
- To work with other team members and promote a team working approach at all times.
- To ensure paperwork is in order and is completed prior to handing back to supervisors at completion of task.
- To inform the Supervisor of any incident or accident including personal / traffic accidents.

3. Financial Responsibilities:

- To ensure that vehicles are kept in a clean and serviceable condition and report any defects promptly.
- Daily maintenance and operations checks relating to vehicles, plant and equipment and ensure correct and consistent use of all operational tools to ensure safety is maintained, including the reversing assistant procedure.
- To ensure the security and appropriate use of any hand tools, equipment and machinery issued.

- To ensure that supplies, materials, equipment, tools and refuse sacks are not misused or misappropriated.
- To ensure security of mobile phone issued.
- To ensure the security of park access keys issued.

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

Role Specific Responsibilities:

- To ensure that Personal Protective Equipment (PPE) issued is worn, cleaned and maintained.
- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.
- Tip in a safe and efficient manner at all disposal facilities whilst ensuring all facility-based requirements are adhered to by all crew members.
- To ensure the safety of colleagues and the general public at all times.
- To be trained in and ensure compliance with the safe use and practices of working methodologies, equipment and use of materials.

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Current and valid Full UK Driving Licence	Essential	Application/Interview
Current First Aid Certificate	Desirable	Application/Interview
PA1 / PA6A Spraying certificate	Desirable	Application/Interview
Experience & Knowledge		
Borough knowledge - an excellent knowledge of the borough of Barnet	Essential	Application/Interview
Health and safety - An understanding of Health & Safety at Work Act 1974	Essential	Application/Interview
Physical - Must be physically fit in order to undertake the duties laid down in the Role Profile	Essential	Application/Interview
Skill & Ability		
Time management - The ability to work to tight deadlines, prioritise own workload and be able to work with limited supervision	Essential	Application/Interview
Team work - The ability to co-ordinate and work effectively as part of a team	Essential	Application/Interview
Change management - Experience in Gardening and / or Sports Turf Maintenance and / or relevant training	Essential	Application/Interview
Knowledge of Amenity Horticulture operations and / or sports turf maintenance operations		

Trailer License Entitlement for Skilled Gardener Driver position		
7.5 Tonne UK License entitlement and relevant CPC qualification		
Willing to work overtime and weekends if needed		
Able to take part in additional training and embrace new working practices when required		
Leadership - Be able to motivate others	Essential	Application/Interview
Management and performance - To be able to complete daily paperwork and maintain records, flexible in your approach to work	Essential	Application/Interview
Communication skills - The ability to communicate with all levels of the organisation and the public and have a proven commitment to customer care	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- works with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- says "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- support colleagues to deliver excellent services. A focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Insight- Regularly relies on evidence and professional standards to support work and decision making.	Essential	Application/Interview
Agile- Fully empowered to act within the scope of the role	Essential	Application/Interview
Growth Mindset- takes responsibility for own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- Curious about what is important to others around diversity. Reflect	Essential	Application/Interview

and act upon this curiosity to improve own understanding		
Engage with discomfort- Open to and reflect on what makes me uncomfortable and uses engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- Recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- Actively and purposefully build network of relationships with people across the Council and with partners. Proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- Accept responsibility for own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- Adapt way of working to best suit the outcome we are trying to achieve within the scope of the role and professional standards	Essential	Application/Interview