



# DARTMOUTH TOWN COUNCIL

## JOB DESCRIPTION

**Job Title:** Head Gardener  
**Hours per week:** 37 hours  
**Salary:** To be agreed according to experience

### **Job Purpose:**

To plan, organise and supervise the maintenance of the green spaces in Dartmouth and related grounds and facilities; supervise the activities of grounds maintenance personnel, the use and maintenance of equipment, and the overall operations within the grounds maintenance section of the Town Council; assist the public in the use of the open spaces.

Work includes performing duties in the area of training, and community relations as well as practical grounds maintenance work.

### **Main Duties and Responsibilities:**

The Head Gardener has supervisory responsibility over staff assigned within Grounds Maintenance section.

The Head Gardener shall, at all times, demonstrate cooperative behaviour with colleagues, supervisors, and the public.

Supervises and assists in the work of full-time, part-time & temporary grounds maintenance staff: assigns and directs work, evaluates, reports employee complaints, and resolves problems.

Carries out green space maintenance duties including but not limited to the following:

- Develop and monitor daily, weekly, and seasonal work schedules
- Receive and review timesheets, reports, and data submitted by grounds maintenance staff
- Notify the Town Clerk of any concerns or problem areas and define staffing resource needs and allocates them as required to maintain outdoor spaces and facilities.
- Ensures the grounds maintenance staff attend the appropriate training programs such as skill development and safety awareness, first aid, the safe and proper use of tools and equipment.
- Make recommendations for the purchase of grounds maintenance equipment, supplies and services; control inventory and evaluate material and equipment requirements
- Ensure tools and equipment are stored and maintained in the correct and safe manner

- Keep the office informed of equipment breakdowns or malfunctions, and work with the office to manage the repair or replacement
- Maintains records and prepare reports associated with grounds maintenance activities, such as inspections of vehicles, graffiti and vandalism reports
- Review and interpret planting-plans and specifications including the design and maintenance of seasonal bedding displays including hanging baskets
- Provide recommendations on proper care of trees and remedies for disease and pest control.
- Maintain hedges, lawns and grass to a variety of finishes (fine to rough meadow type) use a variety of machines, including pedestrian operated, tractors & ride-on mowers, strimmer's and brush cutters.
- Maintenance of shrub borders including pruning and weeding
- Maintenance of herbaceous borders including weeding, staking, pruning and replanting as required
- Ensure the team carry out leaf-clearing, litter-picking and bin emptying if required.
- Carry out arboricultural activities, stacking the woody waste pile and chipping woody waste
- Manage chemical spraying and application of fertilisers where necessary
- Maintain greenhouse and nursery practices including seed sowing, watering, propagation and potting
- Work on Green Initiatives within the town
- Manage any new landscaping work undertaken in the town
- Prepare written recommendations for application of pesticides and maintain application of pesticides in accordance within working practices
- Maintain varying types of sports pitches
- Maintain good relationships with other staff, visitors.
- Maintenance and cleaning of garden features
- Manage the recycling or re-use of green waste materials
- Do snow-clearing and frost-gritting including out of hours work.
- Keep garden buildings clean, tidy and safe
- Ensure compliance with safe working practices and conducts on-site safety inspections, observing all Health and Safety, Risk Assessments, COSHH and regulatory measures
- Co-operate with other colleagues to deliver town vision as required
- Provide staff and support for special events, such as Dartmouth Regatta, Music Festival, Food Festival and various other activities.
- Answers questions from the public and staff; investigates complaints and implements corrective action.
- Undertaking other duties as required by the Town Clerk or other designated offices

## **Person Specification**

### **Essential**

- Full driving license including B+E trailer

- Be prepared to wear all items of PPE and follow all Safe Systems of Work (SSOW) as instructed by the Town Council.
- Recognised horticultural qualification like NVQ level 2 and relevant experience
- Good knowledge of plants, tree inspections, lawncare, machinery and H&S regulations
- Experience of working in a municipal environment
- Basic knowledge of carpentry and small machinery repair.
- PA1 and PA6aW license (NPTC)
- Safe use of wood chippers, cross cutting, maintenance, felling of small trees and safe use of pole pruners (NPTC or LANTRA)
- Safe use of Ride on Mowers (NPTC)
- ROSPA operational play inspection certificate.
- Safe use of Rodenticides (LANTRA)
- Chapter 8 traffic management qualification
- Willingness to work an annualised hours shift pattern and some weekend work for which time off in lieu will be taken
- Willing to undertake any necessary training
- Be capable to fill out basic paperwork such as vehicle defect sheets/ monthly worksheets
- Be prepared to work away from home when necessary
- The contract will be appointed to work five days in seven

#### **Desirable**

- Basic IT skills/ willingness to use IT equipment in everyday work
- Basic knowledge of others trades

#### **Personal attributes**

- Ability to work in a team or alone with little or no supervision.
- Conscientious and hard working. Physically resilient and tough.
- Willingness to work outside of normal hours and take part in delivering town events.

**NB:** The list of duties is not to be regarded as exclusive or exhaustive; there will be other duties and requirements associated with the post and you may be required to undertake such other duties as may reasonably be required of you.