



**Farnham Town Council
Horticultural and Grounds Operative**

**Farnham Grade 3
NJC Scale 21-25 (£19,126 - £21,519)**

Are you a practical person with a “can do” attitude and have a track record of success?

One of the largest town councils in the south of England, Farnham Town Council is seeking to recruit a Grounds Maintenance team member with Horticultural Skills

Are you passionate about the ability of local government to make a difference with ambition to deliver excellent services and value for money?

If so, we want to hear from you.

You will need to have a full clean driving licence, relevant horticultural knowledge (Level 3 or above) and previous experience of working in a plant nursery or horticultural environment.

You need to work well in partnership with colleagues and other organisations, be a good motivator and be able to implement ideas to develop a high quality and effective service.

For an informal discussion about the role call Kevin Taitt, Team Leader at Farnham Town Council on 01252 712667.

Closing date for receipt of applications will be 3rd October 2016 with interviews held on 10th October 2016.



FARNHAM TOWN COUNCIL
Grounds Maintenance Supervisor

JOB SPECIFICATION

- Post:** Horticultural and Grounds Operative
- Responsible to:** Grounds Maintenance Supervisor
- Conditions:** National Joint Council for Local Government Services
- Grade:** PO Range - Spinal Column Points 21-25 (up to £21,519)
- Pension:** Local Government Pension Scheme (managed by Surrey County Council Scheme) is available
- Car Allowance:** National Joint Council Scheme Casual User
- Working Hours:** Contracted hours of 37 per week
Core hours 8.00 am - 4.00 pm Monday - Thursday
8.00 am - 3.30 pm Friday
- These hours assume a 30 minute lunch break.
- Saturday and Sunday and working outside of core hours as and when required by the Council (e.g. commitments to events)
- The Town Council operates a Time-Off-In-Lieu policy for working out of normal office hours.
- Holidays:** Public Holidays plus 2 extra statutory days
Annual Leave entitlement of 21 days with 4 additional days after not less than 5 years continuous service under one or more local authority at the date of appointment.
- Period of Notice:** Two calendar months by either the employer or the employee.
- Probation Period:** Three months from date of appointment for new appointees.



Horticultural and Grounds Operative

Purpose of the role:

To act as a grounds maintenance operative and to carry out associated tasks to provide an effective cemetery, allotment and open spaces service. To lead on all Horticultural processes in the production of hanging baskets and troughs for Farnham in Bloom.

Reports to: Grounds Maintenance Supervisor or Team Leader, Outside Services.

Job Responsibilities

- Day to day operation of the greenhouses, potting up plants and preparing hanging baskets and troughs
- General grounds' maintenance including grass and hedge cuttings in cemeteries, allotments, open spaces and general grounds maintenance duties.
- Maintenance of flower displays and bedding throughout Farnham, to include watering and weeding of the floral displays. Erect hanging baskets and plant displays. This will involve early start times in the Summer months.
- Drive vehicles and equipment as required for grounds maintenance operations and other Town Council operations.
- Ensure vehicles and equipment used by self and other members of the Grounds Maintenance Team are regularly maintained in accordance with routine requirements. Monitor the use of consumable items and make arrangements for their replenishment.
- Ensure work area is kept clean, tidy and secure at all times
- Make recommendations to the Team Leader or Supervisor regarding improved work systems, labour and machinery utilisation
- In extreme weather conditions assist other agencies in clearing and gritting footpaths in the Town.
- To be the responsible person for a cemetery allocated by either the Team Leader or Supervisor. This will entail being responsible for the maintenance of the respective cemetery and make recommendations to either the Team Leader or Supervisor.
- To provide event support (e.g. putting up gazebos/ tables/ chairs etc. for summer music programme and special events (e.g. food festival, Christmas market).
- Make sure machines are cleaned after use and ready for the next day's operation.
- To undertake training as required to fulfil the roles within the job.
- Any other job requirement as directed by a Team Leader or Town Clerk.



Health and Safety

To undertake duties in line with the Town Council's Health and Safety policy:

- To make sure that the Health and Safety regulations are followed in areas of responsibility.
- Possess an understanding of legislation relating to chemicals and dangerous substances.
- Promote, and by example, ensure safe working practices.
- Ensure PPE is worn as required for the specific job.

General Duties

To undertake a variety of general tasks as directed by the Outside workforce Team Leader, including but not limited to:

- To represent Farnham Town Council as required.
- To attend and provide support to Council events outside normal working hours including weekends as requested by the Town Clerk.
- To cover Service Team Job requirements as required and directed by the Supervisor.
- Carry out any other reasonable duties as required.



**Person Specification
Horticultural and Grounds Operative**

COMPETENCIES	ESSENTIAL	DESIRABLE
Communication Effective written and verbal communication skills.	Level 2 of Competency Framework. Evidence of effective communication skills.	Experience of working with external organisations
Customer Service Clear focus on delivering excellent customer service.	Level 3 of Competency Framework.	
Team Working Able to understand team goals and to work together to deliver targets.	Level 2 of Competency Framework. Workplace of doing this. Ability to demonstrate working in a team environment.	
Managing Self and Others Ability to organize own time and the time of the team, in order to meet project targets.	Level 3 of Competency Framework. Some experience of a supervisory role.	
Can Do Approach/Results Demonstrate ability to develop and implement projects, including delivering projects to deadlines.	Level 2 of Competency Framework. An ability to demonstrate completing tasks and projects to deadlines.	
OTHER Health & Safety/First Aid Ensuring Health & Safety and First Aid Policies are adhered.	A willingness to train and attend courses in relevant Health & Safety and First Aid procedures.	<ul style="list-style-type: none"> • A valid adult first aid certificate. • A valid Manual Handling training certificate.



**Person Specification
Horticultural and Grounds Operative**

COMPETENCIES	ESSENTIAL	DESIRABLE
Office Duties Reasonable skilled use of Microsoft Outlook, Word	An understanding of the use of Microsoft Word and Outlook.	Ability to demonstrate working with MS Office products.
Development Commitment to continuing Professional Development.		Evidence of previous professional development.
Relevant Training & Experience	Experience of working in a similar role. Horticultural experience. NVQ Level 3 or similar RHS qualification Certificate in Spraying (hand-held only).	
Driving	A full UK Driving Licence	