

## JOB DESCRIPTION

<b>Details of the job</b>	
Post Title	<b>Gardener/Handyman</b>
Hours	Part-time 20 hours per week to include some weekend working.
Salary	£18,795 FTE £9.77 per hour.
Location	Based at the Town Hall, Thorpe Street, Raunds
Reports to	Town Clerk

### **Overall purpose of the post**

To be responsible for gardening and maintenance works in open spaces and property belonging to Raunds Town Council.

### **Responsibilities**

1. Undertake work in public parks, car parks, playing fields, landscaped areas, similar open spaces, bus shelters and buildings.
2. Duties will include general maintenance of these areas, for example: hedge trimming, general gardening duties, constructional/maintenance work, litter picking, graffiti removal, cleaning, sweeping.
3. In addition to the usual range of tools and equipment, the use of powered hand tools and light plant could be required. Driving any Council vehicles will be required.
4. Tree care, the interpretation of plans, site preparation and construction, chemical control, propagation and care of plants.
5. Planting, maintaining and watering of hanging baskets and planters in the Town.
6. Porterage, handyman and decorating duties at any of the Council's properties
7. Working with minimal supervision and reporting to the office on a daily basis.
8. Accept responsibility for supervision of other employees assigned to maintenance functions, individuals and groups on work experience, volunteering assignments etc.
9. To inspect the play area as required reporting any defects to the office as soon as possible.
10. Complete weekly inspection sheets to satisfy the Council's insurance and risk assessment policies.
11. To install and maintain seats, dog bins and other items of street furniture.
12. To report faults and concerns to the office as soon as issues are discovered.

13. To wear appropriate safety clothes and Raunds Town Council designated uniform.
14. At all times to take care of and maintain all property and equipment belong to the Council.
15. Any other reasonable tasks as and when required.

This Job Description reflects the major tasks to be carried out and the level of responsibility which the post-holder will be required to work. In the interests of effective working the tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes shall only be carried out following consultation with the post-holder.

## PERSON SPECIFICATION

Post Title:	<b>Gardener / Handyman</b>
Service Area:	Town Council Office

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education and Qualifications</b>	<p>Able to demonstrate a reasonable level of general education.</p> <p>Fully clean driving license (includes category c1)willingness to drive Town Council vehicles including a van.</p>	<p>PA1/PA6a Spraying certificate</p> <p>Rospa-Routine Playground Inspection</p> <p>Rospa – Operational Playground Inspection</p>
<b>Experience and Knowledge</b>	<p>Experience of carrying out a wide range of gardening duties for the public</p> <p>Experience of carrying out a wide range of handyman duties, including decorating</p>	

	and minor maintenance works.	
<b>Personal</b>	Has a positive and enthusiastic attitude and shows initiative within the role.	
<b>Ability and Skills</b>	<p>Able to carry out a physically demanding role.</p> <p>Able to work independently and as an effective team member with minimum supervision</p> <p>Able to prioritise own workload and cope well under pressure to meet deadlines</p> <p>Able to build and maintain good working relationships with councillors, colleagues and residents to deliver a service</p> <p>Is courteous and effective when dealing with people</p>	
<b>Equal Opportunities</b>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p> <p>Demonstration of commitment to Town Council policies</p>	
<b>Health and Safety</b>	Able to demonstrate a clear understanding of and commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures.	