Job Description – Estates Gardener

About the Role

To receive and undertake grounds maintenance job tickets in a fast responsive way. To complete all requested works properly and in a craftsman-like manner, making use as necessary of all maintenance plant, tools and equipment supplied for the purpose.

Key Responsibilities

- To exercise daily judgement on the use of materials, sequence and method of work for individual job tickets. For the avoidance of doubt, job tickets will regularly include:- (Sweeping, litter collection, emptying litter bins, hoeing, raking, grass mowing (pedestrian and ride on), hedge trimming, hand pruning, dead heading, hand weeding, Feeding/watering, laying hedges and snow clearing, gritting paths and roads, ground cultivation, planting shrubs and trees, spring and Summer bedding schemes, naturalistic planting schemes, insecticide, fungicide, herbicide spraying, routine equipment maintenance and pre-start checks, tree felling and logging, brushwood chipping fencing and the care and maintenance of sports grounds, all weather playing surfaces and equipment)

- To use own judgement on the condition and safe operation of grounds equipment including the inspection, driving and operation of tractors and power take off devices.

- Following severe storms, will inspect trees for stability and potential hazards, recording findings and identifying remedial works required.

- Be responsible for periodic herbicide application requiring calculation of dilution rates.

- Working in a physically demanding role on the estate for the most part outside, either manually or operating open cab/closed cab tractors, power take of devices and including operating machines.

- Assist other trades in their work as required including labouring.

- Maintain a clean and tidy workshop, stores and rest room.

- Develop a personal knowledge and understanding of the hard and soft landscaping on campus and local area sites and to report any defects in the landscaping once discovered.

- Be included on the University emergency call out list for all grounds / estate emergencies.
• Be responsible for personal safety and the health and safety of all University staff and visitors affected by works including the use of personal protective equipment.

• Willingness to travel off campus to various warehouses, regions and the Vice Chancellor’s residence.

• To be included in the gritting rota for four months of the year between the months of December to March on a rota basis and to cover other absences when required. Flexibility is essential. This is on a call out basis to deal with emergencies and adverse weather conditions. Response time for attendance on site at Walton Hall Campus is within one hour. A works mobile phone will be issued to you and should remain switched on at all times during the four month call out period. At other times throughout the year you will be expected to attend call out for unexpected emergency situations.

• Any other duties as directed by the Director of Estates

Skills and Experience

Education, qualifications and training:

• National Certificate in amenity horticulture / groundsmanship or past equivalent or proven relevant work experience.

Desirable

• C1 Licence (7.5 Tonne).

Knowledge, work and other relevant experience:

• Full current clean driving licence

• Sound knowledge and experience of using all grounds maintenance equipment.

• Able to work in an organised manner.

• Knowledge of plant names to include trees, shrubs, herbaceous, perennials etc and planting techniques.

• Able to mark out sports pitches.

• Knowledge of shrub pruning techniques and the general planting and maintenance of ornamental features.

• Willing to be able to adapt and assist with work from other trades including on occasions labouring.

• Able to lift items in a safe way.

• Willing, when directed by the Line Manager, to work essential overtime at approved rates.

• To be included in the gritting rota flexibility is essential. This is on a call out basis to deal with emergencies and adverse weather conditions.

• At other times throughout the year you will be expected to attend call out for unexpected emergency situations.
- Capable of working with grounds machinery and equipment for sustained periods.
- Capable of working outdoors at all times.
- Motivated to ensure a fast and effective grounds maintenance service to the University.
- Able to work on his/her own initiative.
- Good timekeeping.

**Desirable:**

- Proven experience post apprenticeship in a landscape maintenance or contracting organisation
- Training in the use of tractors
- NPTC certificate of competence under Control of Pesticide Regulations for the mixing and application of pesticides (PA1 and PA6)
- NPTC certificates of competence for the maintenance and use of chainsaws.
- Trained in Manual Handling.
- General knowledge of other constructions trades and site skills.
- Basic knowledge of plants, grounds and gardening techniques.
- Basic IT knowledge.
- Telephone subscriber

**Skills, capabilities and qualities**

- Having a positive approach to customer care, with the ability to communicate effectively with staff at all levels in order to build strong relationships to improve customer service standards.
- Working flexibly and adapting to changes in priority to meet the needs of our customers and providing an effective service to the Open University.
- Interacting with staff and being able to demonstrate your communication skills when carrying out tasks that require explanation
- Able to objectively evaluating the potential benefits of change and generating new approaches to moving things on.
- Able to work as part of a team and support others within the working environment.
- Promotes active listening and discussion in advance to gain support and able to provide constructive feedback
- Able to prioritise work in order to get things done