

Job specification

Job title: Assistant Gardener - Seasonal
Service: Environmental Services – Streetscene
Grade: G2
Reporting to: Greenspaces Team Leader

Your job

As an Assistant Gardener you will, under supervision, assist with routine grounds maintenance and other associated tasks within Parks and Greenspaces.

You will also undertake cleaning duties of buildings including mess rooms, changing rooms, toilets and garages.

In this job you will

On an on-going basis you will:

- ◆ Undertake grounds maintenance duties including hoe and hand weeding, edging lawns, sweeping, raking, forking, digging, watering, over-marking of sports pitches, emptying of bins and litter picking. Also labouring, planting and fencing to provide basic landscaping.
- ◆ Under supervision carry out mowing operations by utilising pedestrian hand mowers and small domestic ride on mowers, and carry out other mechanical operations such as strimming, hedgecutting and blowing.
- ◆ Take responsibility for the security of machinery and materials, including fuel, allocated to you.
- ◆ Undertake the full range of grounds and general horticultural maintenance tasks.
- ◆ Work under instruction and in line with relevant policies and procedures.
- ◆ Provide an 'eyes and ears' service across the borough by reporting any problems you observe, such as blocked gullies, fly tipping, anti-social behaviour through the relevant reporting procedure.
- ◆ Undertake cleaning duties of buildings including canteens, changing rooms, toilets and garages.

In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ Knowledge, skills and experience in an operational grounds maintenance/parks organisation or similar environment.
- ◆ An ability to attain a basic gardening course from internal scheme or any NVQ module relating to Horticulture. – would this still be the case for a seasonal assistant gardener?
- ◆ An ability to work flexibly in line with service demands, working any 5 from 7 days, evenings and weekends when required.
- ◆ Ability to communicate with colleagues and members of the public.
- ◆ Ability to operate the full range of grass cutting equipment & powered hand tools appropriate to the role, after instruction.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you



Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed 
Donna Hall CBE, Chief Executive

Your part

- Listen, be open, honest and friendly
- Be efficient , flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed

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