

## Job Description

### Arborist Gardener

<b>Reports to:</b>	Supervisor
<b>Responsible for:</b>	None
<b>Total staff managed:</b>	None
<b>Working environment:</b>	Parks & Open Spaces

#### **Purpose of role:**

To undertake grounds maintenance work on highway verge, public spaces and landscaped areas.

To undertake tree climbing and maintenance, and to carry out surveys, inspections and management of trees.

To carry out or assist in the burial process and associated tasks as required.

#### **Key results areas**

##### **Corporate responsibilities:**

To support the Council to achieve its Corporate Strategy vision that by 2021, Rossendale will be a place where people want to live, visit, work and invest.

To support the Chief Executive to ensure that the strategic aims of the Council are met.

##### **Operational responsibilities:**

To undertake tree felling, thinning and maintenance, using specialist equipment including chainsaws, chippers and elevated platforms. To perform aerial tree work as required.

General grounds maintenance of the areas mentioned in the job purpose e.g. grass cutting, hedge trimming, clearing leaves and litter, clearing shrub beds, planting, pruning, seeding duties and constructional labouring.

Specialist grounds maintenance tasks such as bowling green maintenance and preparation and planting/ stripping of formal and shrub beds.

Use and maintenance of tools and equipment including powered hand tools such as pedestrian mowing equipment, trimmers, hedge trimmers and leaf blowers. The operation of other grounds maintenance equipment could be required e.g. ride on mowing equipment. Driving a council vehicle may also be required.

To carry out on site risk assessments for each task, and ensure related paperwork is completed.

To adhere to Health and Safety documentation such as risk assessments and Safe Systems of work, and to wear the correct PPE at all times.

To carry out minor construction and/or repair works including erection of street furniture.

Chemical control, where appropriate.

To carry out and assist in burials and Cemeteries maintenance tasks as required.

Clearance of snow and ice from public highways and other public places.

To clear areas and sites of litter, refuse, dirt, furniture, leaves, weeds and animal carcasses and faeces.

To assist higher graded operatives in their work.

The ability to work unsupervised

To work overtime or flexibly as required.

To observe the customer care standards and treat all customers with dignity and respect.

To champion equalities and challenge inappropriate conduct by team members.

All duties must be carried out to comply with:

- The Health & Safety at Work Act.
- Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
- Nationally agreed Codes of Practice, which are relevant.

All duties will be carried out in the working conditions normally inherent in the job.

All necessary paperwork must be completed.

Duties will be carried out for the jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

**These may change subject to consultation with the postholder.**

## **General Statement**

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

## **Health and Safety at Work**

The Health and Safety at Work Act 1974 stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

## **Equal Opportunities and Accessibility**

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability. This will be undertaken in line with the Council's equality duties set out in the Equality Act 2010.

## **Community Safety**

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

## **Absence**

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

## **Performance Management**

Where officers are responsible for the collection of performance information, including either national and local indicators, it is the officers responsibility to ensure that data is collected and calculated according to their statutory or local definition, and following the standards set out in the Council's Performance Management and Data Quality Strategy.

## **Staff Development**

Rossendale is committed to being an organisation that learns. All employees are encouraged to participate in development activities, attend courses or refresher courses laid down by the Council.

**NOTE:** This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.