

## **Chargehand Gardener**

Grade SO1, SCP 27 – 33 (£39,786 - £47,980)

We are looking for an experienced Chargehand gardener to join our busy Parks Section where you will be expected to undertake work in public parks, open spaces, sports grounds, housing estates, cemeteries, and highway areas. You must have an NVQ Level 2 in Horticulture or equivalent, previous supervisory experience in leading a team, have the ability to keep and maintain accurate up-to-date records and hold a NPTC pesticide application certificate.

If you are physically fit and are prepared to work outdoors in all-weather conditions, then we would welcome an application from you. You must also hold a full clean valid driving licence.

For full details of the role, the job description and selection criteria please visit the Council's website ([www.douglas.im](http://www.douglas.im)) or contact the Human Resources Section on 696455.

Closing date for submission of applications is **Friday, 9<sup>th</sup> May 2025 at 5.00 pm**

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**Miss K J Rice, Chief Executive**, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

## **JOB DESCRIPTION**

<b>DEPARTMENT:</b>	Environment & Regeneration
<b>SUB-SECTION:</b>	Parks Section
<b>DESIGNATION:</b>	Chargehand (General)
<b>REPORTS TO:</b>	Assistant Head of Parks (Services) AHPS
<b>GRADE:</b>	SO1, SCP 27 – 33
<b>BASED AT:</b>	Ballaughton Nursery
<b>DURATION OF POST:</b>	Permanent
<b>HOURS OF WORK:</b>	37 hours per week No overtime payments paid until 37 hours have been worked
<b>WORK PATTERN:</b>	Monday – Thursday 08:00 – 16:00 (½ hour lunch daily) Friday 08:00 – 15:30 (½ hour lunch)
<b>FLEXIBILITY:</b>	Ability to adapt to changing circumstances and work flexibly without assigned tasks normally being disrupted. Postholder must be prepared to carry out overtime duties and to work on Public and extra Statutory Holidays as required. Postholder must also be prepared to work outside of normal working times when requested. Appropriate overtime rates, in accordance with the terms and conditions of employment, will be paid for duties undertaken outside of normal working hours.
<b>PUBLIC IMAGE:</b>	All personnel must wear and maintain any uniform or PPE provided. In order to provide appropriate standards of service and to maintain a good public image, it is a condition of the job that the postholder will not consume alcoholic drinks or narcotic substances during the duration of the working day. Undertake the duties of the post in such a manner as to enhance and protect the reputation and public profile of the Council
<b>RESOURCES:</b>	Proper use/safekeeping of small plant/machinery/vehicles.
<b>CONTACTS:</b>	Routine contact with others, including members of the public.
<b>ENVIRONMENT:</b>	Work outside during all weathers/conditions in unfavourable/unpleasant environments/some exposure to very disagreeable elements
<b>SMOKING:</b>	Compliance with the Council's Smoke-Free Workplace policy.
<b>SUPERVISION:</b>	Direct supervisory responsibility for a group of employees (6 – 15)
<b>HEALTH:</b>	Physically fit as the work requires substantial physical effort.
<b>TRAINING:</b>	Provided as required.

**TRANSFERS & INTERDEPARTMENTAL WORKING:** The post will be interchangeable within and between services/contracts and may be required to carry out other duties of a similar level of responsibility that may be assigned to post holder by the Line Manager provided such duties are deemed to be within the competence of the employee. Employees may be required to undertake interdepartmental working.

**DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?** No

**JOB PURPOSE:**

Provide assistance with the organisation and supervision of the Assistant Team Leader, Gardeners and other staff of the section. Responsible for ensuring duties are carried out in maintenance of grounds, parks, play areas, housing estates, cemeteries, highway areas and external contracts. Assist with various general duties ensuring an efficient and effective service is provided.

**SUMMARY OF MAIN DUTIES:**

1. Responsible for general maintenance of parks and open spaces, sports grounds, cemeteries, housing estate, play areas or similar facilities.
2. Supervise a team of staff, including involvement in the allocation of duties, work rotas and training.
3. Ensure completion of sport and landscape maintenance and development operations including mowing, hedge trimming, planting, pruning, seeding, litter clearance and application of chemicals.
4. Grounds maintenance e.g., set out/mark sports pitches, upkeep of artificial/synthetic pitches including erection/dismantling of sports/equipment and any cleaning required in public buildings i.e., changing rooms.
5. Prepare, excavate and backfill graves/interment plots. Ensure compliance with relevant processes and health and safety procedures.
6. Ensure compilation of various records i.e., time sheets/fuel issue/spray usage/pitch user records. Complete all relevant paperwork, such as logs, on a daily basis or as otherwise requested. Use IT systems for administrative and data collection purposes.
7. Interpretation of plans for site preparation and construction work. Undertake soft and hard landscaping and setting out of planted areas.
8. Responsible for direction of work of trainees and/or other employees assigned to the postholder.
9. Use equipment associated with landscape and grounds maintenance operations including ride-on equipment, mini diggers and mowers.
10. Undertake playground inspections, maintenance and repairs. Responsible for mechanical moving parts, swing seats etc. Undertake wet-pour to specification as required.
11. Use of routine and daily maintenance of various horticultural hand tools, power tools and plant, including operation of tractor-mounted equipment as required.
12. Delivery/collection of supplies.
13. Tow trailers of varying sizes in a safe manner transporting machinery, materials and landscape maintenance equipment as required.
14. Undertake work on external contracts as instructed and on occasion take direct instructions from clients whilst engaged on these contracts.
15. Ensure vehicles, equipment and sites are left safe and secure upon departure.

16. Assist with the review, inception and implementation of risk assessments associated with operations.
17. Undertake Tool Box Talks for new employees.

### **General Assistance**

18. Provide assistance at Nursery and to Arborist Team and cover at Crematorium as may be required.
19. Assist with bulk fuel distribution.
20. Assist AHPT with seeking quotations for products and materials.
21. Undertake complex hard landscaping/site work e.g., concreting and installation of wet-pour rubber mulch safety surface matting, Zaun fencing.
22. Dig over live cables and insert ducts.
23. Liaise with Garage Team in relation to servicing schedules for plant and machinery.
24. Liaise with AHPT in relation to allotments and provide cover at Crematorium as may be required.
25. Provide assistance at the Crematorium as may be required.
26. At all times adhere to/comply with the Council's Health and Safety Policy and Health & Safety at Work Order 1998 which includes Manual Handling/Risk Assessments/highway safety practices.
27. Ensure plant/machinery/equipment used is operated in accordance with manufacturer's guidelines, reporting all faults immediately as set out in the Council's reporting procedures.
28. Comply at all times with the Council absence reporting procedures ensuring the Nursery Office is immediately advised on any occasion when ill-health prevents attendance at work.
29. Ensure vehicles, equipment and sites are left safe and secure upon departure.
30. Assist with review, inception and implementation of risk assessments associated with operations.
31. Work flexibly to ensure Parks services operate effectively and efficiently assisting other colleagues, teams and supervisors to ensure delivery of any other duties as required.
32. Bring to the attention of AHPS any matters of a sensitive nature.
33. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self and others.
34. Ensure equality of opportunity for all people, in service provision and in employment, and work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
35. Compliance with the provisions of the Isle of Man Data Protection Act 2018, the Equality Act 2017, Freedom of Information Act 2015, Council's Constitution, policies and other relevant legislation.

36. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
37. Such other duties within a similar level of responsibility as may from time to time be required by AHPS/Head of Parks.

## **PERSON SPECIFICATION**

### **Essential**

1. NVQ Level 2 in Horticulture or equivalent with experience of public sector parks and gardens
2. Good educational standard to GCSE level or equivalent
3. An NPTC Certificate in pesticide application or the willingness to gain such a Certificate
4. Supervisory experience in leading a team
5. Ability to complete and keep accurate up-to-date official records
6. Knowledge of safe manual handling techniques and ability to carry out manual handling operations
7. Good communication skills and the ability to deal courteously and fairly with the public
8. Ability to work effectively, independently and as part of a team
9. Knowledge and understanding of Health & Safety Regulations
10. Basic computer skills
11. Full clean valid driving licence

### **Desirable**

1. Experience in public sector parks and gardens
2. An understanding of the operations and functions of a local authority
3. Political sensitivity