

Assistant Chargehand Gardener

Grade 6, SCP 24 - 30 (£36,285 - £43,993)

Working with the Chargehand Gardener, the successful candidate will be expected to assist with the supervision of and work with the team undertaking general grounds maintenance. A NVQ Level 2 in Horticulture or equivalent, a good standard of education (GCSE level or equivalent) and an NPTC Certificate or the willingness to gain one, is required for this role.

For the above post, you must be physically fit and prepared to work outdoors in all weather conditions. You must 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.gov.im) or contact the Human Resources Section on 696455.

Closing date for submission of applications is: **Friday, 2nd May 2025 at 5.00 pm**

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

DEPARTMENT:	Environment & Regeneration	
SUB-SECTION:	Parks Section	
DESIGNATION:	Assistant Chargehand	
REPORTS TO:	Chargehand	
GRADE:	Grade 6, SCP 24 - 30	
BASED AT:	Ballaughton Nursery	
DURATION OF POST:	Permanent	
HOURS OF WORK:	37 hours per week No overtime payments paid until 37 hours have been worked	
WORK PATTERN:	Monday – Thursday	08:00 – 16:00 (½ hour lunch daily)
	Friday	08:00 – 15:30 (½ hour lunch)
FLEXIBILITY:	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.	
PUBLIC IMAGE:	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	
RESOURCES:	Proper use/safekeeping of small plant/machinery/vehicles	
CONTACTS:	Routine contact with others including members of the public	
ENVIRONMENT:	Work outside during all weathers/conditions in unfavourable/unpleasant environments/some exposure to very disagreeable elements	
SMOKING:	Compliance with the Council’s Smoke-Free Workplace policy.	
SUPERVISION:	Some responsibility: temporarily assigned/shared employee (6 – 15)	
HEALTH:	Physically fit as the work requires substantial physical effort	
TRAINING:	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? Yes

JOB PURPOSE:

Assist Chargehand with organisation and supervision of Gardeners, Gardening Assistants and other staff of the section. Responsible for carrying out duties in maintenance of grounds, parks, play areas, housing estates, cemeteries, highway areas and external contracts. Provide cover in the absence of Chargehand e.g., during periods of authorised absence i.e., annual leave/sickness absence. Assist with various general duties ensuring an efficient and effective service is provided.

SUMMARY OF MAIN DUTIES:

1. Assist with supervision of a team of staff undertaking sport/landscape maintenance and development operations with minimal supervision. Complete tasks including mowing/hedge trimming/planting/seeding/litter clearance/bin emptying and application of chemicals.
2. 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.
3. Prepare, excavate and backfill graves/interment plots. Ensure compliance with relevant processes and health and safety procedures.
4. Undertake maintenance of fine turf areas including bowling greens and golf course.
5. Interpretation of plans for site preparation and construction work. Undertake soft and hard landscaping and setting out of planted areas.
6. Plant and maintain floral displays, hanging baskets and flower beds including setting out on site.
7. Assist with other duties including those at the Nursery, Golf course, Noble's Park Splash Park and Cemeteries as required.
8. Use equipment associated with landscape and grounds maintenance duties including ride-on equipment, mini diggers and mowers.
9. Tow trailers of varying sizes in a safe manner transporting machinery, materials and landscape maintenance equipment as required.
10. Assist with inspection and maintenance of playgrounds and play equipment undertaking repairs (e.g., greasing points, changing seats on swings) as required.
11. Undertake daily routine safety/maintenance checks of vehicles/equipment. Ensure defect reports are completed and incidents of damage are reported promptly, as appropriate.
12. Complete all relevant paperwork, such as logs, on a daily basis or as otherwise requested. Use IT systems for administrative and data collection purposes.
13. Share responsibility for direction of work of trainees, apprentices and/or other employees as assigned. Induct and assist less experienced staff as necessary.
14. Promote and maintain effective working relationships and communications both within the Council and with members of the public, being courteous at all times.

15. Routine use and daily maintenance of various horticultural hand and power tools, machinery/plant, including operation of ride-on and tractor-mounted equipment if required.
16. Delivery/collection of supplies and equipment.
17. 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.
18. 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.
19. 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.
20. Undertake work on external contracts as instructed and on occasion take direct instructions from clients whilst engaged on these contracts.
21. Ensure vehicles, equipment and sites are left safe and secure upon departure.
22. Assist with review, inception and implementation of risk assessments associated with operations.
23. 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.
24. Bring to the attention of Chargehand/Assistant Head of Parks any matters of a sensitive nature.
25. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of self and others.
26. 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.
27. Compliance with the provisions of the Isle of Man Data Protection Act 2018, the Equality Act 2017, Computer Misuse Act 1990, Council's Constitution, policies and other relevant legislation.
28. 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.
29. Such other duties within a similar level of responsibility as may from time to time be required by Chargehand/Assistant Head of Parks.

PERSON SPECIFICATION

Essential

1. NVQ Level 2 in Horticulture or equivalent with experience of working in a similar role
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
5. Ability to complete log sheets and keep accurate up-to-date written records
6. Appreciation 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 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