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# NEIGHBOURHOODS & REGULATORY SERVICES DEPARTMENT

**JOB TITLE:** Horticulture Apprentice (Parks, Play, Recreation Grounds, Cemeteries and Amenity Green Spaces)

**DIVISION:** ENVIRONMENTAL SERVICES

**GRADE:** APPRENTICE RATE

**RESPONSIBLE TO:** HORTICULTURE OPERATIONS OFFICER

**POST REF NO:**

**Purpose of Post**

The post is designed to expose the staff member to a wide variety of practical horticulture operational work environments over the period of the apprenticeship including: parks, play spaces, sports & recreation grounds, cemeteries and amenity green spaces. The object is to develop the skill, knowledge and experience base of the operative so they are able to support the Environmental Services section in any relevant work area.

The post will rotate over the 2 years of the apprenticeship through parks, play spaces, recreation grounds, cemeteries and amenity green space care and maintenance and will include assisting and supporting regular teams in the delivery of:

# Day-to-day site/ equipment/ facility inspections and litter picks, reactive maintenance activities.

# Practical horticultural maintenance and operational work (grass cutting, planting, strimming, excavations etc) using appropriate machinery when necessary after suitable induction and training.

Assisting when workloads require in other duties as part of the role within the Environmental Services Section which will include:

* Environmental Services events and activities programmes.
* Any other duties of a related nature which might reasonably be required and allocated by the Team Leader Cleansing & Grounds.

**Additional Information**

* The post holder will be expected to occasionally work outside normal core hours to complete work or assist at events.
* The work will be predominately based outdoors and physically demanding.
* Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children and young people.
* Post is subject to Safer Recruitment measures including enhanced CRB check.

**Main Duties**

1. Carry out horticultural duties connected with public parks, play spaces, sports & recreation grounds (including bowling greens), amenity green spaces/ landscape areas or similar open spaces and associated work from various locations.
2. Work within programmes set by the Horticulture Operations Officer that will see the operative assigned in a rotating pattern to work under the supervision of the relevant Lead Operatives in parks, sports and recreation grounds, play spaces, cemeteries and the Cleansing and Grounds Team Leader for amenity green spaces.
3. Carry out horticultural work or associated work to an acceptable standard as directed by Lead Operatives.
4. Complete all relevant timesheets and any other record documents appropriate to the task, and ensure they are passed to the Horticulture Operations Officer or appropriate Lead Operative.
5. Respond in a polite and courteous manner to public enquiries regarding horticultural issues directing them to the appropriate Lead Operative for further action in compliance with relevant HBC procedures.
6. To operate the Local Authority’s equipment and machinery having due regard to Health & Safety.
7. Ensure that all the Local Authorities equipment and machinery used is maintained in accordance with manufacturer’s instructions and returned to the stores at all times when not in use.
8. When eligible gain a full driving licence and drive a vehicle as and when required, keeping the vehicle clean and tidy, carrying out daily/weekly safety checks of the vehicle as required, presenting the vehicle for any servicing, maintenance and/or MOT as scheduled, and to report any defects or damage to the vehicle to the supervisor and vehicle fleet management
9. Ensure all accidents/near misses are recorded as per agreed procedure before the end of shift on the day of occurrence.
10. In carrying out all horticultural activities ensure compliance with:

* Health and Safety at Work Act
* Hartlepool Borough Council’s Safety Policy
* Conditions of employment of Apprentices

1. Assist in the implementation of customer care and appropriate quality assurance initiatives under direction from the Horticulture Operations Officer or relevant Lead Operative.
2. Identify operational issues and communicate these to the Horticulture Operations Officer or relevant Lead Operative.
3. Promote and develop a high quality service to our customers.
4. Undertake any training identified as being essential to the role.
5. To assist if required in the delivery of Environmental Services event and activities programme which seeks to encourage greater use and understanding of countryside and park resources. This work may include on occasions supporting guided walks/ events, production of interpretative material, attendance at shows, presentations and exhibition work.
6. Any other duties of a related nature which might reasonably be required and allocated by the Horticulture Operations Officer or the head of section the Cleansing & Grounds Team Leader.

## **Changes**

The work of all Local Government departments changes and develops continuously, which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable, but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation, which if wished may involve a Trade Union/Professional Association representative.