## Job Description

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| **Job title** | Horticultural Apprentice |
| **Salary, Grade and SCP** | Apprentice |
| **Service/Team** | Environmental Services – Local Services |
| **Responsible to** | Environmental Services Manger |
| **Responsible for staff/equipment** |  |
| **Main purpose of job** | 1. To become proficient in the ability to undertake a full range of horticultural and grounds maintenance duties across the City. 2. Use a range of tools, equipment and horticultural plant and machinery. |
| **Key responsibilities** | 1. Develop the personal skills and achieve the appropriate qualifications to carry out general horticultural duties for the Environmental Services Section across the city. 2. With the appropriate training, develop the ability to carry out a full range of horticultural duties including following agreed procedures and to respond independently to unexpected problems and situations as they arise. 3. Develop the skills and personal ability to carry out work as specified by management and/or the Team Leader, to the highest possible quality standards required. 4. Undertake various horticultural operations using the wide range of equipment and machinery provided including grass cutters, renovation machinery, chainsaws, chippers, strimmer’s, knapsacks, etc. |
| **Key tasks** | 1. Successfully achieve and obtain the necessary qualifications of competence in horticultural operations deemed as necessary by management. 2. Attend all designated college and training courses, whether by e-learning and/or day release, as required and as part of the apprenticeship training program. 3. Become operational within the duration of the apprenticeship period in horticultural operations and techniques with regard to: -    1. The identification and correct application of materials, tools, equipment and machinery used in maintenance and renovation activities.    2. Identification and understanding of different grasses, soil types, weeds, pests, diseases, artificial surfaces and line marking operations.    3. The principles of photosynthesis, respiration and transpiration in the growth and development of plants.    4. The impact of weather, ground conditions and usage on pitch quality and playing quality.    5. How to minimise waste and reduce environmental impacts.    6. How to monitor, record and report basic grounds maintenance findings. 4. Maintain tools and equipment in a clean and safe condition and to report any faults to the Team Leader. 5. Become proficient in the completion of required documentation relating to procedure of the Department and to tasks performed, including Risk Assessments. 6. Responsible for all tools, equipment and materials when required, and to report any faults or defects as soon as possible to the Team leader. 7. Hold a full UK driver’s licence or be prepared to work towards obtaining a driving licence. 8. Carry out routine checks of all plant and equipment. 9. Prioritise the security of all vehicles, plant, tools and materials, and ensure that they are maintained in good order and fit for purpose, and that associated records and documentation are kept up to date and in line with agreed policies and procedures. 10. Learn the processes of working in a Nursery to learn how to propagate and identify plant species. 11. Become proficient in chemical usage, such as the application of herbicide and insecticide. 12. Learn to identify structural defects of depots, buildings and park furniture during the normal course of duties and notify the Team Leader of such defects. 13. Participate in working towards nationally recognised awards such as Green Flag and In-Bloom competitions. 14. Carry out your duties and responsibilities in accordance with written arrangements for health and safety and safe systems of work identified by risk assessments. 15. Ensure at all times health and safety regulations are adhered to in accordance with the Council’s Health and Safety Policy. 16. Apply the principles of customer care by taking responsibility, ensuring reliability and having respect for all those for who the service is being provided including colleagues and elected members. 17. Deal with members of the public in a polite and courteous manner and apply the principles of customer care by taking responsibility, ensuring reliability and having respect for all those for who the service is being provided including colleagues and elected members. 18. Assist in ensuring that all Environmental Services work activities are delivered in line with Best Value principles, legislative and environmental requirements. 19. Assist in the development of a ‘continuous improvement’ culture. 20. Carry out any other duties which are commensurate with the grading of the post. |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council. |