



PENZANCE COUNCIL

JOB DESCRIPTION

ASSISTANT GARDENER / GROUNDSPERSON

SCP 7 (£26,403 - £27,694)

Responsible to: Head Gardener and Operations Officer

To assist the Head Gardener, and be subject to their instructions, in the maintenance and improvement of Penlee Park and other areas owned and operated by Penzance Council. This includes, but is not limited to the following:

1. Unlocking of park gates on a rota basis and with flexibility during the absence of the Head Gardener.
2. Mowing and maintenance of all grassed areas.
3. Pruning of shrubs and young trees, trimming of hedges and replanting.
4. Maintenance of nursery beds
5. Growing plants from seeds/cuttings and the propagation of plants and shrubs.
6. The safe operation of all garden tools and equipment.
7. Maintaining and keeping tidy all buildings in Penlee Park and those owned or operated by Penzance Council.
8. Reporting to the Head Gardener and the Operations Officer or Leisure & Amenities Manager. Reports to include any damage that has occurred within the park (trees, plants, buildings, equipment etc.)
9. Raising awareness of the park rules with members of the public, with particular reference to dog fouling and anti-social behaviour.
10. Operating the park machinery appropriately and safely. Equipment includes a small tractor, ride-on mower, sweeping / brushing equipment, pedestrian mowers, strimmer, hedge cutting tools, and any additional equipment that may be required to perform your duties.
11. Emptying litter bins and litter-picking throughout the day in order to maintain the clean and tidy appearance of the Penzance Council sites.
12. Inspection of all areas within Penlee Park and the wider areas managed by Penzance Council to ensure that they are free from litter and paraphernalia.
13. Awareness of, and compliance with, all Health and Safety regulations.



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14. Participation in the Parish-wide weed treatment programme
15. Assisting the Head Gardener with occasional building, planting or clearance projects.
16. Assisting visitors to the park with general enquiries.
17. Maintaining a high standard across all sites managed by Penzance Council.
18. Reporting to the Operations Officer and Leisure & Amenities Manager in the absence of the Head Gardener.
19. Undergoing further training as and when required.
20. To carry out any such other duties as may reasonably be requested from time to time by Penzance Council via the Town Clerk's Office.

Extra responsibilities

21. Inspection of Penzance Council's allotments – reporting back to the Town Clerk's Office and assisting allotment holders with enquiries, where appropriate.
22. Participation on a town wide watering programme of the hanging baskets and planters throughout Penzance.

This is not an exhaustive list of duties and the scope of the role will be subject to change following further devolution of services from Cornwall Council. Any proposed future changes to the Job Description will be within the capability of the postholder and will be subject to discussion with the Leisure & Amenities Manager.