

JOB DESCRIPTION

JOB TITLE: Gardener		REPORTS TO: Assets Officer
DEPARTMENT: Assets and Development		
DATE: June 2025		REVIEW DATE: Nov 2025
ROLE PURPOSE: The Gardener will contribute to the work of the Association and the Property Services Department by contributing to the provision of an efficient grounds maintenance service, which includes frequently working in and around the Associations Supported Living and nursing accommodation. This will include the maintenance of lawn's and shrub beds to the highest standards ensuring tenants/residents satisfaction. You will join a grounds maintenance team of 5 Gardeners and a Grounds Maintenance Supervisor reporting to the Senior Assets Officer.		
Key Area	Key Activities	
<u>Main Duties & Responsibilities</u>	<ul style="list-style-type: none"> • Responsible for the upkeep of grounds maintenance and lawn grass maintenance on all the Association's housing schemes. • Responsible for soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planning. • The use and maintenance of hand tools and basic light machinery and plant. • The use of cylinder and rotary mowers, strimmer's, leaf blowers. • Adjustments of mower height and quality of cut, etc. Oil level checks and check for damage to any mower. • Maintenance of the hedges, trees, shrub and flower beds at all the Association's housing schemes. • Maintenance of all houseplants in the Association's sheltered accommodation, special needs schemes and offices. • Responsible for the upkeep of the Association's greenhouse and propagation of additional shrubs and flowers for the Association's use. • Responsible for ensuring that all gardening equipment (mowers, strimmers etc) are kept in good working order as well as ensuring the proper storage and proper security of the equipment at all times. • To liaise directly with Scheme Managers and Officers-in-Charge in relation to grounds maintenance issues. • To assist in the programming of summer and winter timetables and to organise workloads so that all schemes are regularly maintained. • To assist with general duties i.e. moving of furniture / office desks, files, litter picking and the collecting and disposal of association's rubbish. • To carry out gritting, salt spreading, snow clearing as necessary, including footpaths around the schemes. • To liaise with outside agencies and public authority bodies (e.g. Local Councils, NIHE) as required. • To be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work legislation. • To provide the Assets Officer with up-to-date information regarding any general maintenance issues which may arise. • To ensure Personal Protective Equipment is used at all times as well as ensuring its upkeep and the maintenance of P.P.E. • Commitment to the statutory equality duties under Section 75 of the N. Ireland Act 1998. • To be aware of statutory requirements particularly on the use of ride on rotary and flail mowers and pedestrian rotary and flail mowers. • To be aware of statutory requirements particularly on the use of spray weed killers and insecticides. • Supervision of association residents and providing feedback to Property Services Officer. • To ensure that confidentiality is maintained on all issues relating to schemes and the Association business. 	

	<ul style="list-style-type: none"> • To communicate effectively with all staff. • To show courtesy to staff, tenants, residents and members of the public • To assist the Assets Officer in the preparation of annual budget plans for grounds maintenance within the Property Services Department. • Any other duties deemed necessary by the Chief Executive.
<u>Miscellaneous</u>	<p>Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work</p> <p>No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.</p>