

Job Description

Apprentice in Grounds Maintenance

Reports to: Foreman

During the duration of the apprenticeship you will be expected to work diligently to develop your skills and undertake the various duties required to maintain the Council's Cemetery, Burial Grounds, Skegness Grass Verges and other areas of responsibility.

You will be expected to attend, as required, lessons held at the Riseholme College Campus (Lincoln) part of the Bishop Burton College.

Main Activities (this is not intended to be an exhaustive list):

1. To carry out horticultural and grounds maintenance duties in a safe manner and in accordance with the Council's methods of work.
2. To maintain good relationships staff and members of the public.
3. To preserve an appropriate, dignified and professional attitude at all times and to keep information confidential when required.

Gravedigging and associated works

4. To excavate graves manually observing good practice, instructions and all prescribed Health and Safety practices.

General Horticultural Works

5. To carry out daily checks on machinery, plant and vehicles to ensure that everything is in working order before operating them and reporting any fault or defect to the Foreman or Senior Grounds Maintenance Assistant.
6. To undertake grass cutting, path clearing, hedge cutting, cleaning, inspections or any other required maintenance work in accordance with the Council's specifications and methods of work, at the cemetery or at other locations in and around Skegness.
7. To carry out planting and maintenance of plants, shrubs and trees as required.
8. To clean facilities, including toilets.
9. To clean and maintain all plant, tools and equipment for the purpose of the job, ensuring good housekeeping and security of all such stocks.

10. To carry out miscellaneous improvements works including but not limited to fencing, painting, maintenance and installation of benches.
11. To participate in a Performance, Review and Development meeting and fully complete the plan of training as required.
12. To undertake any other duties as considered appropriate to the post, which may be assigned by the Foreman, the Town Clerk or Deputy Town Clerk.
13. Due to the nature of this position, the post holder may be required to work occasional evenings/weekends and/or bank holidays sometimes at short notice.

All employees will ensure that they;

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

Person Specification for Apprentice

Heading	Essential	Desirable
Experience	<ul style="list-style-type: none"> No previous experience is required 	<ul style="list-style-type: none"> Working on land Gardening Physical work
Skills	<ul style="list-style-type: none"> GCSE at grade E, 3 and above (or equivalent) in Maths and English Good communication Able to work as part of a team Able to study and take responsibility for own learning 	<ul style="list-style-type: none"> 4 GCSE inc English Horticultural knowledge Driving license or working towards this.
Qualities	<ul style="list-style-type: none"> Reliable, dependable and trustworthy Self-motivated Sympathetic to others and able to behave sensitively. Willingness to learn and undertake new tasks. Enjoy working outside whatever the weather. Gets the job done Likes to do a good job. 	
Other	<ul style="list-style-type: none"> Ability to carry out physical tasks including manual work and digging Able to follow instructions and follow procedures Willingness to wear protective clothing 	