

JOB DESCRIPTION

JOB TITLE	Grounds Maintenance Supervisor
GRADE	Band F
REPORTING TO	Team Leader
JD REF	OPS0036G

PURPOSE

Responsible for supervising a small team of ground maintenance operatives in parks, or highways and verges. Carrying out grounds maintenance duties and working with the team to ensure work is completed to the expected standards.

MAIN DUTIES AND RESPONSIBILITIES

- Assist the line manager and senior managers in the management of Grounds Maintenance Staff.
- To monitor allocated sites to ensure appropriate standards and records are maintained.
- Assist as appropriate in the creating and updating works programmes.
- Attend meetings and seminars organised by internal and external organisations.
- Undertake performance appraisals for direct reports.
- Update manager self-serve to carry out line manager duties such as managing holiday requests and reporting sickness absence.
- Assist the line manager in managing people matters relating to employee relations such as performance, sickness absence and disciplinary.
- To complete mandatory training/tasks relevant to the role.
- To be responsible for health and safety on site and ensure that the correct PPE is always worn.
- To ensure that all works are completed to a good quality and standard by self and others.
- Ensure all team members have completed mandatory training on the use of horticultural machinery and equipment.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- City and guilds phase2 or equivalent in Horticulture, countryside management or grounds maintenance or equivalent experience.

- Full UK driving licence.
- Effective communication skills.
- IT skills and ability to use programs and systems such as Microsoft Outlook, mobile device applications, manager and employee self-serve.
- Leadership and interpersonal skills.
- Must have experience of parks management involving supervision of staff.
- An understanding of and an ability to deliver excellent customer service to internal and external customers.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Evidence of management or supervisory qualification/training.
- To be able to work without direct supervision.
- A wide range of horticultural experience and skills.
- Knowledge of Health and Safety.
- Advanced computer skills and competency in using Microsoft Word, Excel, and PowerPoint.
- Ability to develop and motivate staff.
- Ability to develop working relationship with other Council staff, community groups, users and other bodies such as 'friends' groups.
- Interpretative skills. e.g. plans.
- Knowledge of Green Flag Awards.
- Experience of dealing with the public and voluntary groups, working with the maintenance of sports and artificial surfaces.
- Able to assist in organising events/talks.

ADDITIONAL INFORMATION

Requirement to wear allocated uniform.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: 10/02/2021

APPROVED BY: MARY WORRALL

