

## **JOB DESCRIPTION**

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| <b>Directorate:</b>             | Executive's Department                                                                                                                                                                                                                                                     |
| <b>Division:</b>                | Environment                                                                                                                                                                                                                                                                |
| <b>Post No &amp; Job Title:</b> | T309 T330 Senior Grounds Maintenance Team Leader                                                                                                                                                                                                                           |
| <b>Grade:</b>                   | Grade 8                                                                                                                                                                                                                                                                    |
| <b>Responsible to:</b>          | Grounds Maintenance and Arboricultural Manager                                                                                                                                                                                                                             |
| <b>Responsible for:</b>         | Team Leaders, Gardeners, Multi-Skilled Driver, Tractor Driver, Playground Inspector, Horticulture Apprentice, Grave Digging Team Leader, Grave Digger                                                                                                                      |
| <b>Main purpose of the job:</b> | To provide support and assistance for the Grounds Maintenance and Arboricultural Manager, ensuring the efficient and effective delivery of the Grounds Maintenance service. To manage the delivery of programmes of scheduled and non-scheduled Grounds Maintenance works. |

### **Main Duties and Responsibilities:**

1. Provide direct operational support for the Grounds Maintenance service.
2. Assist the Grounds Maintenance and Arboricultural Manager with the supervision of employees; this includes the control and co-ordination of the scheduled work programme.
3. Supervise the control of all Grounds Maintenance teams and assist in undertaking associated works such as the planting of trees, shrubs and seasonal bedding, fine turf works, construction and repair of facilities (small works), pruning of shrubs and trees.
4. Assist the Grounds Maintenance and Arboricultural Manager with planning the section's work programme. This involves the effective and efficient use of resources including employees, plant and materials required by the teams to complete the work programme.
5. Liaise with the Grounds Maintenance and Arboricultural Manager with regards short term changes to the planned maintenance programmes, reporting back on teams work that has either been completed or is in progress.
6. Be conversant with the work planning system; this includes the preparation of work schedules, timesheets and the associated requirement to update and ensure accuracy of information.

7. Assist the Grounds Maintenance and Arboricultural Manager in the planning and recording of employee's annual leave allowance and attendance management, ensuring sufficient employee resources are available to meet planned workloads.
8. Contribute to the Council's Pride in Parks initiative, Clean and Green initiative and Climate Change and Green Futures Programme.
9. Liaise with the Transport and Stores team to ensure that planned maintenance requirements for transport and machinery are undertaken.
10. As directed by the Grounds Maintenance and Arboricultural Manager assist in the monitoring and reporting of the activities of external contractors.
11. Assist the Grounds Maintenance and Arboricultural Manager in ensuring that all necessary Council policies and processes in relation to employee recruitment, probation reports, performance appraisal, operational training, Risk Assessment, discipline and capability are implemented and maintained.
12. Investigate and resolve customer enquiries and complaints using all mediums of communication. Report findings and results of any controversial or contentious complaints to the Grounds Maintenance and Arboricultural Manager.
13. Assist the Grounds Maintenance and Arboricultural Manager with ensuring the day to day security of all vehicles, plant and materials.
14. Hold a full UK driving license to Category B being able to drive a light commercial vehicle up to 3.5 tonnes MAM and associated items of plant such as ride on mowers, light construction plant, etc.
15. Assist the Grounds Maintenance and Arboricultural Manager and Transport and Stores Manager to ensure that all Grounds Maintenance plant and equipment is maintained in a clean and operable condition; this includes a knowledge and experience of "setting up" up machinery and plant prior to use to ensure effective operation.
16. Order goods and services in line with financial regulations from commercial suppliers utilising the relevant financial system sufficient to meet work requirements.
17. Assist with provision of out of hours and emergency response procedures, including attendance at incidents as necessary.
18. Maintain all time sheets for Grounds Maintenance employees ensuring all hours are coded correctly.
19. In conjunction with the Grounds Maintenance and Arboricultural Manager, prepare and undertake tool box talks for the Grounds Maintenance Team.
20. Ensure that employees undertake works in accordance with: The Health and Safety at Work Act, other Acts of Parliament, and or nationally or locally agreed relevant Codes of Practice.

Monitor and control the issue and use of Personal Protective Equipment to employees.  
Ensure that records are complete as required including for example HAVs.

21. Carry out any duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

### **DESIGNATED CAR USER**

A car user status has been attached to this post.

### **SPECIAL CONDITIONS**

Duties will include work outside normal office hours.

In addition to the above, the post holder will also be responsible for ensuring that:

- All necessary paperwork is carried out.
- All duties will be carried out in the working condition normally inherent in the particular job.
- All duties must be carried out to comply with:
  - The Health and Safety at Work Act.
  - Management of Health and Safety at Work Regulations 1992
  - Control of Substances Hazardous to Health
  - Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
  - Nationally agreed Codes of Practice, which are relevant.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of Senior Grounds Maintenance Team Leader but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.