

Cramlington Town Council.

Operations Team

Grounds Maintenance Supervisor Job Description.

1. Responsibilities.

- Working alongside the Operations and Facilities Manager, the Grounds Maintenance Supervisor to manage and develop the Grounds Maintenance service including associated areas and activities.
- To promote new ideas and approaches to landscaping the town.
- To undertake the day to day management of the Grounds Maintenance team, including the preparation of daily and weekly work schedules.
- To regularly liaise with the Operational and Facilities Manager (OFM) in reviewing working practices and, where possible propose and introduce new practices in the interests of continuous improvement.
- To maintain a high standard of service to client expectations.
- To lead motivate and supervise the Operations Team and have accountability for achieving individual and team targets, together with maintaining service performance standards.
- To undertake routine Administrative tasks attached to the team including works planning and keeping works operating systems up to date.
- To carry out routine operational tasks as part of the team.
- To ensure that all staff comply with Health and Safety procedures.
- To identify and advise the OFM on training needs for the team, maintain accurate training records and ensure that operatives are fully conversant and trained to use all equipment.
- To ensure that all plant is suitable for purpose and safe prior to use.
- To ensure that depot space is serviceable, and all issues are referred to the Operations and Facilities Manager.
- To report, on a regular basis to the Operations and Facilities Manager.

2. Reporting

- The Grounds Maintenance Supervisor will report to the Operations and Facilities Manager.

3. Person Specification.

Qualifications and Knowledge.

Essential	Desirable
Suitable qualification in the field of Horticulture or other associated area or a minimum of level 2 in horticulture Awareness of Health and Safety legislation. Experience in grounds maintenance supervision.	Qualification in Training. Knowledge of COSHH regulations. PA2 & PA6 Herbicide and Pesticide Appliance.
Current driving licence	B+E, C+E

Experience

Essential	Desirable
A minimum of 2 years' experience in Supervising a Grounds Maintenance Team	Supervisory experience in non-grounds related role. Experience in design and implementation of landscape areas and identifying planting schemes. Experience of maintaining records.
Experience in applying Health and Safety legislation.	Experience in training employees.

Experience in application of COSHH regulations.	
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Skills and Competencies

Essential	Desirable
The ability to lead a team and to be able to communicate effectively with team members	
Ability to be innovative and creative.	
Comfortable working in a team environment.	

Physical, mental, emotional, and environmental demands.

Ability to work under pressure	
Ability to work outdoors	
Ability to communicate effectively with everyone at both management and team member level.	

Motivation.

Reliable and good timekeeper	
Committed to the ethics of public service, quality and customer service.	
Belief in the principle of continuous improvement.	

