

Operations Team Leader Job Description.

(SLCC scale points 13-17 £23,023 - £24,920)

1. Responsibilities.

1. To undertake the day-to-day management of the Grounds Maintenance team, including the preparation of daily and weekly work schedules and all aspects related to the grounds maintenance service. This will include grounds maintenance, litter bins, playgrounds, public seats, and bus shelters.
2. To manage and develop the Grounds Maintenance service and to work as part of the team to deliver outstanding performance for the town and residents.
3. To liaise with and report to the town clerk or deputy town clerk on issues arising relating to the delivery of the service, reviewing working practices and new practices in the interests of continuous improvement.
4. To lead and motivate the Grounds Maintenance team and have accountability for achieving individual and team targets, together with maintaining service performance standards.
5. To monitor service expenditure and advise the town clerk or deputy town clerk of any divergence from agreed budgets; to advise on budget requirements as part of the budget preparation process.
6. To attend meetings, including council and committees, as required by the town clerk or deputy town clerk.
7. To promote new ideas and approaches to landscaping the town
8. To maintain a high standard of service to client expectations.
9. To advise the Clerk or Deputy Clerk on equipment and materials requirements to be ordered by the senior administrator.
10. To undertake annual performance assessments of team members and report findings to the town clerk or deputy town clerk.
11. To enforce Health and Safety legislation and ensure all staff comply with Health and Safety policies and procedures.
12. To identify and advise on training needs for the team and ensure that operatives are fully conversant and trained to use all equipment.
13. To ensure that all plant is suitable for purpose and safe prior to use.
14. To authorise holiday leave and maintain leave and sickness records and report these to the central register.

2. 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. Qualification in Training. Knowledge of COSHH regulations.
Current driving licence	

Experience

Essential	Desirable
Experience of Managing a Grounds Maintenance Team	Management 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.	

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.	