

Job Description

Job Title	Grounds Maintenance Supervisor - Landican and Heswall Cemeteries
Grade	Band F
Reporting To	Team Leader / Assistant 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

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Team Leadership and Management:

- Undertake performance appraisals for direct reports.
- Assist the line manager in managing people matters relating to employee relations such as performance, sickness absence and disciplinary.
- Supervise and participate in the execution of all work by the team ensuring the quality of standards and that standards of maintenance are relevant to the needs of the community and visiting public.
- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

Communication, Engagement and Training:

- Assist the Area Manager in the day-to-day management of Grounds Maintenance Staff and Grave Diggers including assisting in the recruitment, training and development of staff and trainees and provide 'on the job' training.
- Attend at meetings and seminars organised by groups such as the Friends Groups.

Data Analysis and Decision-Making:

- Assist as appropriate in the creating and updating of works programmes.
- Update manager self-serve to carry out line manager duties such as managing holiday requests and reporting sickness absence.
- Monitor allocated sites to ensure appropriate standards and records are maintained.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Responsible for health and safety on site and ensure that the correct PPE is always worn.
- Complete mandatory training/tasks relevant to the role and ensure all team members have completed mandatory training on the use of horticultural machinery and equipment.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- City and guilds phase2 or equivalent in Horticulture or grounds maintenance or equivalent experience.
- Full UK driving licence.
- *Desirable - Evidence of management or supervisory qualification/training.*
- *Desirable – Evidence of Institute of Cemetery and Crematorium Management Diploma*

Knowledge & Skills

- 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 skills.
- Interpersonal skills.
- *Desirable – Able to work without direct supervision.*
- *Desirable – A wide range of horticultural experience and skills.*
- *Desirable – Knowledge of Health and Safety.*
- *Desirable – Presentation skills.*
- *Desirable – Advanced computer skills and competency in using Microsoft Word, Excel and PowerPoint.*
- *Desirable – Ability to develop and motivate staff.*
- *Desirable – Ability to develop working relationship with other Council staff, community groups, users and other bodies such as 'friends' groups.*
- *Desirable – Interpretative skills. e.g. examine plans.*
- *Desirable – Knowledge of Green Flag Awards.*



Experience

- Must have experience of parks management involving supervision of staff.
- Must have experience of working within a Cemetery and Crematorium Environment.
- An understanding of and an ability to deliver excellent customer service to internal and external customers.
- *Desirable - Dealing with the public and voluntary groups.*
- *Desirable - Organising events/talks.*

Additional Information

- Ability to travel across the Borough and work from various locations.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Moving or handling heavy loads
- Working shifts
- Working with dust or fumes
- Working with chemicals (industrial or cleaning)
- Working in a confined space
- Working at Heights
- Working with vibrating equipment / tools
- Exposure to Noise (>80dbA)
- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties
- Contact with latex
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Lisa J Parkes, Cemeteries & Crematorium
Senior Manager**

Date Of Approval: 03/09/2024

