

Job Description

Grounds Maintenance – Team Leader

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| **Position Title** | Grounds Maintenance – Team Leader |
| **Service Area** | Environmental Services |
| **Team** | Green Spaces |
| **Grade** | Grade E |
| **Reports to** | Grounds Maintenance Supervisor |

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm or exploitation.

**MAIN PURPOSE**

To provide day to day supervision of the Green Spaces Grounds Maintenance Team, ensuring that all tasks are scheduled and completed on time to the agreed KPI’s of the Green Spaces Service.

To undertake health and safety checks on team members, accident and near miss reporting, risk assessments and compliance with the Councils Health and Safety Policy.

To lead by example promoting good morale and working practices, ensuring all works are completed to the recognised standards as set out in the Service Level Agreement.

To undertake training and professional development, and to act as a Health and Safety champion providing feedback to the management team.

To undertake any other duty request by management in line with the post.

**CORPORATE DUTIES**

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.
3. You must ensure that you comply at all times with the General Data Protection Act**,** relating to personal information held by the Council. Any employee who mis-uses, accesses or discloses personal data relating to a living individual without checking that it is to be used for an authorised purpose relevant to the Authority, may be prosecuted in a Criminal Court, as well as facing disciplinary action.
4. To fully understand and be aware of the commitment to Section 17 ‘Duty of the Crime and Disorder Act 1998 to prevent crime and disorder’.
5. Undertake all duties within the framework of Equal Opportunities. Appling and actively promoting the principles of the Organisation’s Equal Opportunities Policy in all areas of employment and service delivery.
6. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.
7. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

**SERVICE SPECIFIC DUITIES**

1. To provide a quality service to all Brentwood Borough Council Clients.
2. To provide day to day supervision of the Grounds Maintenance Team.
3. To direct and coordinate activities of the operational staff concerned with the delivery of the Grounds Maintenance Service.
4. To train staff in the use of tools and equipment relating to the task in line with the Councils Health and Safety policy.
5. To lead designated Grounds Maintenance teams, preparing work schedules and assigning specific duties. To develop specific goals and plans to prioritise, organise and accomplish your work and that of the operational team. To provide guidance and direction to staff.
6. To undertake good record keeping and ensuring regular update of service specific records.
7. Operate tractors, front-loaders, tractor operated machinery and other relevant plant machinery.
8. Operate powered hand tools, ride on mowers and grounds maintenance related machinery.
9. To take ownership and pride in the day-to-day maintenance and upkeep of all machinery to manufacturers recommendations.
10. To ensure all sites are managed to recognised British Standards, International Standards and contractual Key Performance Indicators
11. To undertake any grass cutting, strimming, soft landscaping, litter/bin collection, leaf clearance, planting and maintenance of trees/shrubs/bedding plants etc., dead heading and rose maintenance, weeding, mulching, ditch clearance, herbicide/pesticide/fungicide application, application of fertiliser, mechanical/manual hedge cutting, edging, hard surface maintenance, rotavating, contravating and any other requested task relating to grounds maintenance site management.
12. To undertake maintenance work on sports amenities such as football pitches, rugby pitches, cricket pitches etc. as specified.
13. Tree planting at specific sites to a specified design, subsequent management and maintenance.
14. Construction and maintenance of all surfaced routes, paths etc., in specified client sites.
15. Estate works in specified client sites, fencing, way-markers, benches etc. and light construction works.
16. Maintenance and repair of tools, equipment and light machinery.
17. Liaison with the Grounds Maintenance Supervisor and Parks and Cemeteries Manager over projects/works progress, new projects and any on-site problems.
18. Attend training and development courses as required to maintain continuous professional development standards and/or to meet Company priorities and objectives.
19. To perform any other duties as requested in relation to the post.
20. To undertake day to day maintenance of the grass verges, green spaces, highways and cemeteries (including pathways, boundaries and the like) to ensure they are kept to a good standard and comply with our duty of care
21. To assist the Ground Maintenance Supervisor and Parks and Cemeteries Manager with the administration of the Council’s green spaces.
22. To always preserve an appropriate and dignified attitude. To maintain good relationships with residents and customers and visitors to the open spaces and cemeteries.
23. Able to prepare excavated graves for interment to include provision of artificial grass mats, lower ropes, stretchers etc. Backfilling of graves after interment and tidying of immediate area in need of cover for sickness/absence.
24. Work hours will be required to be varied to attend scheduled and unscheduled work demands such as weekend and late running funeral services for which overtime payment and/or lieu time working will be required.
25. Liaison with the public on site and over the telephone.
26. Attend training and development courses as required in order to maintain continuous professional development standards and/or to meet departmental or corporate priorities or objectives.
27. Responsible for maintaining health, safety and welfare of self, other employees and members of the public ensuring adherence to safe working practices and environmental procedures. Including attendance of team meetings to discuss operational issues and Health and Safety updates, and the wearing of Personal Protective Equipment) PPE as required.

**PERSON SPECIFICATION**

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| **Position Title:** | Grounds Maintenance – Team Leader | **Date Reviewed:** | April 2025 |
| **Service Area:** | Green Spaces | **Grade:** | E |

**Method of Assessment:**  AF Application Form

T Testing

I Interview

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|  | **REQUIREMENTS** | **Essential** | **Desirable** | **Assessed** |
| **1.** | **KNOWLEDGE AND EXPERIENCE** |  |  |  |
| 1.1 | Substantial experience working within a professional horticultural discipline. | X |  | AF |
| 1.2 | Using a grounds maintenance related power tools and equipment | X |  | AF |
| 1.3 | Using a ride on mower | X |  | AF |
| 1.4 | Using a tractor trailer and attachments |  | X | AF |
| 1.5 | General groundwork/estate management | X |  | AF |
| 1.6 | Dealing with public enquiries/conflict | X |  | AF |
| 1.7 | Experience in risk assessment and health and safety compliance |  | X | AF/T |
| **2.** | **SKILLS & ABILITIES or BEHAVIOURS** |  |  |  |
| 2.1 | Able to evidence excellent communication skills and ability to work in challenging situations | X |  | **AF** |
| 2.2 | Able to prioritise work appropriately | X |  | **AF** |
| 2.3 | Able to work to deadlines and work under pressure | X |  | **AF** |
| 2.4 | Flexible, pro-active and adaptable | X |  | **AF** |
| 2.5 | Effective team working. Sharing ownership, team goals and workload | X |  | **AF** |
| 2.6 | Commitment to maximising potential and continuous improvement of self and of service | X |  | **AF** |
| 2.7 | Able to contribute positive suggestions and willing to take forward | X |  | **AF** |
| 2.8 | Able to establish and maintain effective relationships with people at all levels | X |  | **AF** |
| 2.9 | Able to demonstrate a commitment to customer service | X |  | **AF** |
| **3.** | **EDUCATION AND TRAINING** |  |  |  |
| 3.1 | Full Driving Licence | X |  | AF |
| 3.2 | Trailor Driving Test or willingness to work towards | X |  | AF |
| 3.3 | NPTC or equivalent land based qualifications (Ride on mower, hedge cutter, strimmer, pole saw, chainsaw use up to 750mm). | X |  | AF |
| 3.4 | PA1/PA6 | X |  | AF |
| 3.5 | IOSH Managing Safely or willingness to work towards | X |  | AF |
| 3.6 | Level 2 amenity horticulture or equivalent experience | X |  | AF |
| 3.7 | NPTC or equivalent Tractor and Attachments or willingness to work towards | X |  | AF |
| 3.8 | NPTC or equivalent Side Arm Flail or willingness to work towards |  | X | AF |
| 3.9 | Cemetery Operative Training Scheme or willingness to work towards | X |  | AF |
| 3.10 | NRSWA Signing Lighting and Guarding O1 and S1 or Willingness to work towards. | X |  |  |
| 3.11 | First Aid appointed person or willingness to work towards | X |  | AF |