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| <b>Job Title</b>   | <b>Grounds Maintenance Team Leader</b> |  |                  |
| <b>Job Number</b>  |  | <b>Preparation date</b>                              | <b>2013</b>      |
| <b>Grade</b>   | <b>4</b>                               | <b>Revision date</b>                                 | <b>July 2021</b> |
| <b>Business Unit</b>   | <b>Residents Services</b>              |  |                  |
| <b>Section</b>   | <b>Operations</b>                      |  |                  |
| <b>Responsible to</b> <i>(job title)</i>   | <b>HDC Grounds Maintenance Manager</b> |  |                  |
| <b>Responsible for total number of direct reports</b>  | <b>0</b>                               | <b>Responsible for total number of staff managed</b> | <b>8</b>         |
| <b>Main purpose of job</b>   |  |  |                  |
| To operate as part of the Grounds Maintenance Management team carrying out day to day staff management across the district and grounds maintenance duties.   |  |  |                  |
| <b>Main responsibilities</b>   |  |  |                  |
| <ol style="list-style-type: none"> <li>1. Based at our Hartley Wintney depot you will lead the Grounds Maintenance team and deputise for GM Manager in their absence.</li> <li>2. Work to improve green spaces in the district under the guidance of the GM Manager &amp; HDC requirements.</li> <li>3. Recording of team's progress using update sheets and Key Performance Indicators.</li> <li>4. Report progress of completed landscape enhancement across the district to the HDC Grounds Maintenance Manager. To include the production of a monthly progress report with photographs detailing works carried out.</li> <li>5. Where required, attendance any meeting that may be deemed appropriate for the benefit of the department including site meetings with ward councillors.</li> </ol>   |  |  |                  |
| <b>Key tasks</b>   |  |  |                  |
| <ol style="list-style-type: none"> <li>1. Staff supervision; day to day organising and deployment of managed staff to designated areas as instructed by the HDC GM Manager.</li> <li>2. Ensure all Grounds Maintenance Operatives adhere to health and safety regulations policies and procedure</li> <li>3. Performance management including the collating of reports, these reports will include areas worked on and enhancements achieved. Data produced will be used to plan works in the borough on a cyclical yearly basis.</li> <li>4. Interpret and deliver planting schemes in accordance with landscape drawings</li> <li>5. Site monitoring including the inspection of maintenance areas and contribute to electronic record keeping.</li> <li>6. Control use and safe working of tools and machinery. Ensuring that proper maintenance and checking of tools and machinery is carried out by those under the post holders control.</li> <li>7. Provide any necessary practical instruction in the safe use of plant, machinery and tools. Reporting all machinery/equipment defects, including fire-fighting appliances, to the HDC GM Manager.</li> <li>8. Feeding and watering of newly created areas</li> <li>9. Liaise with contractors and officers from housing associations and the county council.</li> </ol> |  |  |                  |

10. Attend training sessions deemed beneficial to the role.
11. Identify training requirements of staff in the grounds maintenance team.
12. Such other duties as may be required by the Head of Residential Services or her representatives.
13. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).

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| <b>Essential User</b>  | No  |
| <b>Special features and/or equipment</b><br>(anything 'out of the norm') | Driving licence essential<br>Good standard of fitness and mobility to undertake manual handling duties in all weathers including the ability to use a range of hand tools and operate small plant and other equipment |

*This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.*