

JOB DESCRIPTION

Directorate:	Executive's Department
Division:	Environment
Post No & Job Title:	T250 – T423 – Gardener Team Leader
Grade:	Grade 5
Responsible to:	T240 – Assistant Grounds Maintenance Manager
Responsible for:	Day-to-day supervision and work allocation for a team of Gardeners (Up to 5 members of staff).
Main purpose of the job:	<p>Under the direction of the Grounds Maintenance Manager or the Grounds Maintenance Supervisor, supervise a team of Grounds Maintenance Operatives, carrying out a range of horticultural and grounds maintenance work to the required standards at parks, open spaces, cemeteries and other landscaped areas.</p> <p>Where required provide assistance for the Grounds Maintenance Manager and Supervisor combining regular grounds maintenance work with a supervisory role.</p>

Main Duties and Responsibilities:

1. Undertake the day to day control and co-ordination of the predetermined work load of the post-holders team.
2. Ensure the satisfactory and timely completion of predetermined grounds maintenance programmes within the post-holders responsibility.
3. Day to day management of resources, tools, equipment, materials, transport and machinery required by their team to complete the works programme.
4. Be involved in the short term planning for the completion of programmed and non-programmed works by their team.
5. Be conversant with the work planning the system, its need for regular updating and the requirement for accuracy of information in route planning and monitoring of completed works.

6. Supervise operatives in the area responsibility.
7. Provide assistance and cover to the Grounds Maintenance Manager and Grounds Maintenance Supervisor in the planning, organisation and supervision of the grounds maintenance workforce.
8. Effectively and efficiently deploy and motivate all staff in the post-holders team to ensure maximum productivity at all times.
9. Assist in the implementation of holiday management within the post-holders team ensuring that peak workload requirements are addressed.
10. Ensure that operatives in the post-holders team are flexible in their approach to the needs of the service.
11. Identify training needs in the area of responsibility and advise the line manager accordingly.
12. Where appropriate provide training and instruction in the area of responsibility.
13. Effectively enforce the disciplinary requirements of the operatives in their team with regards to time-keeping, unnecessary and unauthorised travel, productivity and the misuse or unauthorised handling of machinery, tools, equipment , fuel etc. the timely delivery and the correct recording of information on time sheets, work sheets etc.
14. Ensure servicing requirements for transport and machinery takes place
15. Assist in the investigation of customer complaints
16. Liaise with all appropriate contacts in order to ensure that an efficient service is provided to all council partners.
17. Ensure that all staff complies with council policies and procedures.
18. Ensure that all operatives within their control are aware that a friendly proactive approach to clients and the public is required at all times.
19. Maintain good working relationships with operatives and line managers.
20. Ensure that adequate and appropriate communications between themselves, operatives and management take place in the pursuance of efficient and effective service delivery.
21. Preparation of all documentation in a clear and accurate manner as required to run the post-holders team.

22. Ensure the accuracy of time sheets and work sheets for all operatives in their team.
23. Control day to day supply and use of materials and protective clothing required by their team.
24. Monitoring of day to day fuel usage by their team.
25. Responsible for the day to day security of all vehicles, plant and materials.
26. Ensure the day to day Depot safety requirements relating to all staff and to their team are met.
27. Supervise the use of pesticides.
28. Assist with grave digging operations this includes assisting with late graves.
29. In addition to the above the post-holder will be required to undertake general ground maintenance including all routine horticultural and maintenance tasks. You will be required to use all standard horticultural equipment together with powered hand tools and light plant.
30. Carry out the planting of trees, shrubs and seasonal bedding.
31. Carry out minor tree pruning works.
32. Carry out the maintenance of sports facilities and play areas.
33. Carry out the construction and repair of facilities at relevant sites.
34. Drive allocated vehicle in accordance with the requirements of the Highway Code.
35. Check vehicle and related plant items daily before leaving the depot this includes the following checks; oil, water, fuel, lights, tyres, brakes and other requirements including power mechanisms.
36. Assist with provision of out of hours and emergency response procedures, including attendance at incidents as required.
37. Undertake any other relevant duties as may be requested by the Grounds Maintenance Manager.
38. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Services.

DESIGNATED CAR USER

A car user status has not been attached to this post.

SPECIAL CONDITIONS

Duties will include work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paperwork is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of T253 – T423 Team Leader Gardener but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.