

JOB DESCRIPTION

Directorate:	Executive's Department
Division:	Environment
Post No & Job Title:	T242 – Grounds Maintenance and Arboricultural Manager
Grade:	Grade 11
Responsible to:	Parks and Open Spaces Manager – T186
Responsible for:	Senior Grounds Maintenance team leader (T240), Tree Officer (T190) Grounds Maintenance workforce (up to 38 staff) and 2 modern apprentices (T431/T432).
Main purpose of the job:	To manage the Grounds Maintenance and Arboricultural Section, with a particular emphasis on planning, coordinating and management of groups of employees delivering frontline grounds maintenance, arboricultural and burial services, in accordance with the policies of the Council and County Council.

Main Duties and Responsibilities:

Management of People (Communication), Resources, Emergency Planning and ICT

1. Plan, allocate, develop and implement the work of the Grounds Maintenance and Arboricultural Section in line with the requirements of Best Value, service delivery plans and Performance Management indicators.
2. Develop and maintain systems to ensure that all works within the section are checked and that all such work is correctly completed to a satisfactory standard and in line with all current policies, legislations and Health and Safety.
3. Control standards of workmanship and service through the supervisor to ensure all policies and specification requirements are met.
4. Deputise for the Parks and Open Spaces Manager in his/her absence.
5. Initiate, develop and implement the section's Service Delivery Plans and Management Plans ensuring the achievement of objectives. This includes achievement of stated service objectives for the following functions; grounds maintenance and arboriculture, cemeteries (burial), crematorium, Public Rights of way, depot car parks and highway grass cutting.
6. Provide a creative and innovative application of technology/systems to enhance and deliver a Best Value service. These include Civica Financials, Masternaut and Fuel Tek.

7. Liaise with other Directorates, Council partners, Council Members, the general public, sub-contractors, plant and material suppliers, clients and other statutory bodies as required to ensure safe and efficient delivery of the team's services and functions.
8. Investigate complaints/enquiries and legal compensation and insurance claims and deal with all associated correspondence.
9. Attend Parish and Council meetings as required.
10. Plan, manage and control activities and labour, plant, materials and subcontractors relating to all works undertaken by the Grounds Maintenance Team.
11. Ensure provision of out-of-hours emergency response to storm damage, incidents and winter maintenance, including attendance at incidents as necessary.
12. Administer manage and carry out the out of hours' triage service, produce and manage weekly rotas. Liaise with CCTV control centre with regard to service provision.
13. Key holder for Kimberley depot and Bramcote Crematorium with respect to intruder and fire alarms attend callouts as requested.
14. Monitor and control Grounds Maintenance, Cemetery improvements and Highway grass cutting budgets.
15. Manage a diverse and fluctuating workload of responsibilities and deadlines, whilst incorporating a reactive and responsive service to external and internal enquiries that require constant prioritisation.
16. Attend as required site meetings and incidents in all weather and traffic conditions.
17. Ensure compliance with all professional, legal, financial and safety requirements of both the Borough and County Councils relevant to the workload of the team.
18. Comply with CDM regulations on relevant projects and ensure compliance with statutory health and safety legislation in relation to employees, agency staff, sub-contractors and the general public.
19. Advise the bereavement services team on all aspects of burial provision and cemetery maintenance, including the construction of new internment areas.

Budgetary control, Procurement and Finances

20. Initiate, develop and implement programmes, prepare, monitor and review expenditure and claims for the Grounds Maintenance section, other Council departments, parish/town councils, Nottinghamshire County Council and other clients.
21. Approve, order, check and certify payments raised using Civica Financial System to the value of £15,000.

22. Prepare budget estimates and reports giving specialist advice in relation to grounds maintenance arboriculture, burial, operations and small civil engineering works for internal and external clients.
23. Appoint and manage external contractors for specialist grounds maintenance/ arboricultural services and external works to cope with peak workloads and requirements of Borough and County Council's standards and policies.
24. Invite quotes for the longer-term provision of services, plant and material requirements.

Human Resources and Corporate Management

25. Ensure Professional Development Reviews (PDR's) are undertaken annually, review training needs for the development of all employees.
26. Implement Council policy in respect of employment, training, discipline, health and safety, attendance management and capability procedures. This will require preparation of reports and associated review meetings.
27. Undertake random alcohol and Drug testing in line with the Council's Alcohol and Substance Misuse policy.
28. Undertake any other relevant duties as may be required by the Head of Service.

DESIGNATED CAR USER

A designated car user status has 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 T240 Grounds Maintenance Supervisor 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.