



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk
www.standrews-pc.gov.uk

Grounds Maintenance Supervisor

Salary banding: NJC Pay Scales 24-28 (£27,905 - £31,371)

Job Description

Job Purpose

The Parish Council are responsible for the maintenance of key front-line services including Grounds Maintenance, Parks and Open Spaces and Play Areas.

These are important services and feature very highly in the priorities of both Councillors and residents of the Parish, with a significant influence on the way stakeholders perceive the Parish Council.

Supervisor Role

The supervisor is a key and integral part of the Grounds Maintenance team. The main requirement of the role is to supervise and work with the operational teams, ensuring compliance with the safety procedures and policies of the Parish Council and relevant legislation. The role is a "hands on" position requiring active participation in the teams overall activities.

The post holder is responsible for ensuring that resources are managed efficiently and effectively to reduce both risk and cost. The post holder is also responsible for managing employee holidays, absence and welfare, identifying employee training needs, performing "On the Job Training" (where appropriate), and dealing with disciplinary matters as required.

Reporting to: Parish Clerk.

Responsible for: Grounds and Street Cleaning Service Delivery.

Staff: Operational Teams.

Vehicle: Parish Vehicles.

General Duties:

- Preparation, review and ongoing management of Risk Assessments, Method Statements and Safe Systems of Work for all tasks.
- Adopt and deliver a combined service model encompassing Parish Grounds and Play Parks maintenance in line with the Maintenance Service specification.
- Management and recording of all staff sickness, holidays and attendance ensuring any changes are passed to the Clerk weekly. Staff holidays and absence to be managed in line with seasonal work requirements ensuring adequate staff cover is available to perform the planned tasking schedule.
- Support specialist workflows such as green space refurbishment and support senior officers in the procurement of services, this will include monitoring contractors for both compliance and performance.
- Lead on engaging with operational teams, elected members of the Parish Council and residents, in implementing the delivery of an effective and class leading Grounds & Street Cleaning Maintenance Service across all Parks, Open Spaces and Streets.

- Manage the activities of staff to deliver the Maintenance Service specification requirements throughout the year in line with Parish Council, Clerk and self-defined priorities (in that order of importance). Where priorities conflict then advice should be sought.
- Manage the use of Service delivery vehicles and equipment to reduce the risk of damage, excess mileage charges and maintenance. Vehicles can only be used within pre-approved areas and for tasks involved with the delivery of the Service.
- Ensure all staff are compliant with Health and Safety requirements regarding the provision and wearing of the appropriate PPE for the task.
- Respond to Ad Hoc requests for tasking from the Clerk in line with agreed prioritisation or alternately, immediate Health and Safety risk assessment.
- Responding to all Maintenance Service related insurance claims, information requests, customer complaints and enquiries in a timely fashion.
- In conjunction with the Clerk, proactively manage all staff, materials, vehicles and equipment within budget and contractual constraints.
- Maintain up-to-date knowledge of the legal and regulatory requirements as it applies to the delivery of related maintenance services.
- Carry out disciplinary investigations and assist with investigations into insurance and accident claims and provide reports for the Clerk and our insurance provider.
- Support the Clerk in staff appraisals.
- Liaise with the Clerk to ensure the required and pre-approved training for your teams are complete and up to date.
- In conjunction with the Clerk manage staff absence in line with the established policy including back to work interviews and absence review meetings.

Working with Parish Councillors and the Community:

- To maintain effective and positive public relations and help to promote the image of the Council within the Parish to residents and visitors.
- To act as the prime contact for members of the general public with Service issues or queries, handling inquiries and complaints.
- To provide a courteous and helpful response to members of the public seeking information and advice.
- To draw on own initiative and to advise on practicability and likely effects of specific courses of action.

Supervisory Responsibility: Contractors and other staff engaged in front line services.

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the primary functions of the post. It should not be regarded as exclusive or exhaustive.

Job Type: Permanent

Hours: 37 per week