**Job Description**

**Grounds Maintenance Team Leader**

**Level: 7 (£30,559 - £32,654)**

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| **Responsible To:**  | **Responsible For:** |
| Grounds Maintenance Manager | Streetscene Operational Teams |

**About the job:**

To provide effective supervision to individual teams to ensure high performance, incorporating the efficient utilisation of digital systems and adhering to and positively promoting efficiency and health & safety at work.

**Role:**

You will undertake a broad range of duties to deliver meet the demands of the councils’ Streetscene services. This includes but not limited too

All such other duties, functions and responsibilities as may be conducive, incidental, necessary or appropriate for the discharge of any of the foregoing specific responsibilities and duties.

Be responsible for the effective day to day management of all the team’s resources.

To be responsible for all aspects of day to day staff supervision in relation to the Team.

To provide assistance to the Grounds Maintenance Manager in recruitment, probationary periods, absence management, appraisal, motivation, development, performance, capability and discipline issues in line with approved council policies.

To ensure individuals work effectively as a team and to the required performance and quality standards.

Ensure that the team meets set productivity and time targets on a daily basis.

To work with Grounds Maintenance Manager to drive change and implement service improvements.

To ensure all staff, including seasonals are appropriately trained and monitored in terms of their performance.

To assist the Grounds Maintenance Manager in developing the skills of the team and encouraging the team to act as ambassadors for the Council.

Wherever possible manage and resolve problems with plant, maintenance, materials, PPE and equipment.

To proactively promote safer working environments and practises, by monitoring and reviewing the work site and how tasks are being undertaken and suggesting or implementing changes where appropriate.

Review and evaluate work practices and procedures to ensure risks are managed and minimised

To carry out tree work using a chainsaw.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Current full driving licence
* Accredited Level 2 Ground Based Chainsaw Operator
* ILM level 2 or equivalent or willingness to work towards

**Experience**

* Experience of leading operational teams
* Experience of working with light plant equipment, such as ride on grass cutting mowers, pedestrian mowers, strimmers, leaf blowers, hedge cutters etc
* Practical experience of following health and safety procedures and policies, including the correct use of Personal Protection Equipment (PPE).

**Knowledge**

* General horticultural knowledge such as shrub maintenance, landscaping works, seasonal bedding and turf care.
* Can demonstrate flexibility and adaptability to meet the needs of the customer

**Skills & Abilities**

* Excellent communication and presentation skills both verbal and written
* Excellent IT skills
* Work across teams in a positive and constructive manner to achieve results
* Excellent planning and organisation skills

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.

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| Job Description reviewed   | October 2024  |
| Job Description reviewed by | Chris Wamsley |