

# WESTON-SUPER-MARE TOWN COUNCIL

## JOB DESCRIPTION

<b>Post:</b>	Grounds Manager
<b>Hours:</b>	22 hrs per week – overtime by agreement
<b>Salary:</b>	Scale JG 5
<b>Responsible to:</b>	Town Clerk
<b>Responsible for:</b>	Senior Groundsman, Amenities Officer & Community/Grounds Administrator

### **Management and Relationships:**

The Grounds Manager will report directly to the Town Clerk. The role will act as a key contact for all grounds maintenance of Town Council owned/leased sites as well as for a range of other Town Council assets. It will be necessary to provide management, support and monitoring of the grounds maintenance and administration staff. Liaising with all internal and external stakeholders to ensure delivery of a professional service.

### **Purpose of Job:**

To ensure the efficient and effective management and development of a wide range of assets as detailed in the Planned Maintenance Program which includes all grounds sites and children's play areas within the Council's control. H & S management and compliance will remain at the forefront of the postholders remit.

### **Service Responsibilities:**

- Ensuring that all grounds and play areas are safe to use and any works are carried out in a cost effective and efficient manner.
- Delivering and managing the operational elements of the Town Councils planned maintenance system for play areas.
- Responding to enquiries, complaints and claims, recording findings and initiating appropriate actions.
- Supporting the Community/Grounds Administrator on Weston in Bloom and other community events. Including initiatives which encourage communities to become involved in enhancing and maintaining their environments.
- Supporting the Amenities Officer on cemetery management and allotment matters.
- Contributing to Council's vision and business planning for grounds maintenance.
- Develop and deliver effective and efficient services that meet performance management targets.
- Rectify unsatisfactory performance in operational services when required.
- Liaising with the Town Clerk in the production of agenda reports for Committees, attending relevant meetings and dealing with matters arising from meetings.

### **Managing Staff and Volunteers:**

- Manage staff including the issuing of job instructions and work programmes.
- Recruit, develop and manage staff, volunteers, work placements in accordance with Town Council policy and procedures, Management Standards and Corporate objectives as detailed in the Annual Performance Plan and Grounds Team Plan.

- Ensure that all supervised staff receive the required support and training and sufficient plant/equipment and materials to undertake their duties and achieve their objectives.
- Conduct monthly 1-2-1 supervision meetings and set action plans in line with specific performance indicators set by management.
- Ensure that weekly/monthly work programmes and rotas are completed by the Senior Groundsman.
- Ensure maintenance of suitable records of holidays and sickness absences.

### **Health and Safety:**

Ensure compliance with all relevant Health and Safety legislation and the Council's health and safety policies and procedures as detailed in the Council's health and safety documents and/or risk assessments.

- Actively participate in the Council's H&S management committee.
- Ensure that robust, effective safe working arrangements and procedures are in place and adhered to by staff at all times.
- Coordinate and ensure that an effective and safe management and inspection process is in place for maintain trees that are the responsibility of the Town Council.
- Carry out risk assessments on existing and all changed work practices, in consultation with appropriate parties, record their finding and eliminate, manage and reduce all risks in accordance with the risk assessments.
- Ensure all substances hazardous to health are assessed and recorded under COSHH Regulations.
- Ensure that Personal Protective Equipment is issued as appropriate and maintain and monitor its compliant use and appropriateness.
- Maintain suitable records and ensure accidents, incidents, dangerous occurrences and near misses involving persons (Council employees or otherwise) on Council property are properly recorded, investigated and reported. Including routine management of specialist software for play areas and tree care/inspection.

### **Finance and Administration:**

- Day to day management and monitoring of designated budgets, as agreed.
- Oversee stock purchasing and stock taking for Grounds.
- Assist in the preparation of annual draft budgets, taking into account income and expenditure.
- Manage the relevant revenue budgets in accordance with Council Standing Orders and Financial Regulations.

### **General:**

- Ensuring that systems and processes comply with Council Policy and Procedures.
- Complying with the Council's Equal Opportunities, Equality and Diversity, H & S and Safeguarding Policies at all times.
- Where appropriate to act as a designated key holder for Town Council facilities which are the responsibility of the Grounds Service
- Manage staff in line with Town Council 'Management Standards'.
- Undergoing any other duties as reasonably requested by the Town Clerk.

- Assist with the Council's civic and community programme.
- Undertake other duties commensurate with the experience of the postholder and grading of the post as may be reasonably delegated from time to time.
- Undergoing such training as shall be identified by the Town Clerk.
- Assist with the Town Council's civic and community programme.
- Undergoing such training as shall be identified by the Town Clerk.
- Undertake any such other duties as reasonably requested by the Town Clerk.

This job description may be reviewed and amended, in consultation with the postholder, in the light of any organisational developments within the Council