

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT COMMUNITY SERVICES

POSTHOLDER

SECTION PARKS ESTATES & OPEN SPACES

GRADE SC6

POST DESIGNATION GROUNDS MAINTENANCE TEAM LEADER

REPORTING TO: GROUNDS MAINTENANCE DISTRICT MANAGER

Purpose of Job:

To assist the District Manager in the delivery of a range of high quality, efficient, customer focussed, operational Parks, Estates and Open Spaces Services in line with RBG strategic ambitions. These services include but are not limited to horticultural/grounds maintenance, sports provision, ecology and landscaping services across a range of parks, open spaces schools, cemeteries, allotments playgrounds, woodlands, commons, heathlands, housing estates, highways greens and other green spaces.

To supervise a small team of Gardeners to ensure that work is carried out as outlined in the contract specification in the Borough and other contracted areas as required. If required, supervise an additional team to cover the absence of their Team Leader. To work as part of the team at a “Craftsperson Gardener” level, unless undertaking district wide duties.

Directly supervise up to 5 staff on a routine basis.

Main Duties:

1. Collect work assignments from manager and plan week's work based on availability of equipment/supplies, weather conditions, location, etc. Assign work to individuals within the team and ensure work is completed to specification and within timeframe. Resolve any issues/problems arising from the work.
2. Collect required stores from depots and distribute to gangs/individuals as needed.
3. Complete worksheets and return to manager.
4. Liaise with manager regarding cover arrangements for absent staff and supervise contract and temporary staff, work placements, and agency staff when provided.

5. Attempt to resolve minor issues/complaints raised by the public in relation to the work being carried out but refer more complex or contentious issues to the appropriate manager.
6. Complete relevant reports as appropriate in relation to accidents, damage, theft, complaints, etc.
7. Conduct audits of equipment as directed by manager.
8. Oversee maintenance work at the animal park as required.
9. Carry out administration duties and assist with area wide initiatives as directed by the District Manager.
10. Assist the District Manager and Strategy Officer to draw up plans and designs (e.g. for bedding schemes).
11. Erect, dismantle and maintain sports and other equipment, install parks furniture, clean (i.e. changing rooms, toilets and staff mess rooms), set out and mark up sports pitches/courts/etc, and maintain sports grounds including the upkeep of artificial/synthetic pitches, on an on-going basis. Undertake the initial setting out of specialised sports areas e.g. running tracks, football pitches, etc.
12. Lock and unlock gates, barriers and park buildings including setting alarms and CCTV systems where required.
13. Undertake standard (e.g. planting, pruning, grass seeding) and skilled (e.g. fine turf management, specialised pruning, specialised planting e.g. carpet bedding, etc.) horticultural operations. Where appropriately licensed, or under the direct supervision of a licence holder, undertake chemical control.
14. Implement practical application of nature conservation and ecological management of woodlands and other sites e.g. identification and removal of alien invasive species, coppicing to encourage biodiversity, etc.
15. Care for and maintain ponds and other water features including planting and managing aquatics and marginal plants.
16. Plant trees and maintain bases with attention to all health and safety issues relating to underground services.
17. Use and generally maintain the standard range of garden tools and equipment. There is also a requirement to use powered hand tools and light plant including ride on mowers, mini diggers, rotovators, etc. Use tractor mounted equipment where appropriately trained and, if licensed; drive heavy goods vehicle(s).
18. Hold relevant, current licence to drive the council's team vehicle.
19. To carry out any additional duties not listed above, that are commensurate with the grade of the post, as allocated by the Operations Manager and contribute to the overall effectiveness of the Park, Estates and Open Spaces Service.

20. On rare occasions, there may be a requirement to assist the Gravediggers in excavation work.
21. As required, to use new IT/hand held technology correctly as per training provided
22. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, the Council's Equality and Diversity and Customer Care policies, and the New Technology agreement.