

## **GROUNDS TEAM LEADER (SPORTS)**

### **JOB DESCRIPTION**

**SALARY AND GRADING ACCORDING TO EXPERIENCE OF SUCCESSFUL CANDIDATE. SALARY RANGE GRADE 5 SCP 20 - 23**

#### **OBJECTIVE:**

To provide an increased level of service in maintaining the front-line services of Hedge End Town Councils Parks and Open Spaces including grounds maintenance, cemetery maintenance/ burial plot preparation, sports pitch preparation, site inspections, graffiti removal and fly tipping to help provide a high-quality external environment for the residents of Hedge End.

Working with the Operations Manager to lead the ground staff teams on daily tasks to achieve the most effective use of resources, performance and attendance management and any conduct issues as they arise. To provide support for the Maintenance and Litter teams and to ensure good staff and public relations are maintained and to project a friendly and co-operative image at all times.

**DIRECTLY RESPONSIBLE TO:** Operations Manager

**DIRECTLY RESPONSIBLE FOR:** Grounds Persons', Litter Picker, Weekend Litter Picker in a matrix management style.

#### **ROLE AND RESPONSIBILITIES**

- To effectively lead the ground maintenance staff including:
  - Service delivery, and daily workload planning.
  - Undertaking Health and Safety checks, safe systems of work, compliance with risk assessments etc.
  - To ensure staff are in uniform and carrying HETC ID at all times.
  - Providing operational instructions and technical support and advice.
  - Assisting the Operations Manager with managing staff absence, time and attendance and performance issues.
  - Provide training and mentoring of new and existing staff.
- To assist with the preparation of weekly schedules, highlighting tasks for inclusion and areas of concern.
- To work alongside the Operations Manager to help develop sports strategies and to provide advice and input into council policy documents.

- To risk assess all team activities in conjunction with the Operations manager and relevant staff, reviewing annually and updating and amending as required.
- Ensure that risk assessments are in place and updated accordingly including the safe use of motorised and non-motorised machinery and equipment.
- To manage and audit ground staff stores including PPE, machinery/ equipment and sundry items.
  - Organisation of storage - work towards an efficient and safe workshop.
  - Organisation of vehicles and equipment - Create and help implement a plan for efficient and safe storage of plant and vehicles.
  - Depot outside yard area - plan and help implement safe and efficient use of the yard area.
- COSHH - ensure chemicals are stored appropriately with correct signage, clean up facilities are maintained (spill kits and wash facilities) and that an up-to-date material safety data sheet is available to all staff.
- Deal promptly with accident reports and assist with investigations into H&S breaches, damage to property, preparation of associated reports etc.
- To participate in the day-to-day operation of the cemetery (including preparation of burial plots), sports pitches and general grounds maintenance, ensuring a high standard that meets current legislation and is in line with industry best practice.
- To work pro-actively and reactively to ensure that scheduled work is completed each day and deal with any unforeseen events as they arise.
- Prepare sports pitches as and when required with use of and mechanical and manual equipment and ensure highest standards to maintain the pitches to maximise play.
- To supervise management of the sports facilities (including preparation of sports fields), cemetery and general grounds maintenance to a high standard meeting current legislation and working to industry best practice.
- To respond quickly to emergencies within HETC open spaces and (as required) to effectively document the incident with photographs and written reports.
- Maintain and service items of equipment to best practice and manufacturers recommendation. Report any defects to the Operations Manager
- To work with the Maintenance Team, Caretakers and Litter Collector to ensure successful service delivery and service improvements of the wider area as and when unplanned needs arise.
- To work with the Maintenance Team to ensure HETC play areas are safe and maintained to a high standard. Provide assistance and cover with repairs and other maintenance associated with play areas.
- To assist with the safe operation of the St. Johns Rec. Paddling Pool, wearing correct PPE at all times, have read and understood the Risk Assessments and COSHH, that adequate chemical supplies are available, that the pump house is correctly signed, clean and functioning correctly and that all paperwork is completed to a satisfactory standard and handed to the office weekly.
- To carry out visual play area inspections, ensuring that the sites are safe with no obvious defects that could result in serious injury. Reporting any issues promptly and in line with established procedures.

- To undertake pest control as required conforming to the manufactures and industry best practice in line with HETC procedures.
- Always wear the correct PPE for the task being undertaken and ensuring this is maintained in good working order.
- Ensure that fuel cards and store cards are kept safe, used only for the purpose intended and that all purchases have the correct paperwork and authorisation.
- Undertake training and development that is relevant to the post.
- Ensure site inspections are undertaken on a regular basis and to provide reports in an agreed format to the Operations Manager.
- Attend training and meetings as required including toolbox talks, health and safety related training and to keep up to date with changes to HETC policy, procedure and administration.
- Maintain records of vehicle maintenance including daily checks, to help ensure that vehicle you are driving are legally compliant, well maintained, safe and within MOT at all times.
- Maintain a safe working environment with due regard for COSHH, Risk Assessments, RIDDOR, safe working -practices and maintaining accurate records.
- Ensure full compliance with the Health and Safety at Work Act 1974, Occupiers Liability act and the Council's Health and Safety Policies.
- To work as part of operational teams, with a 'hands on' approach, ensuring the effective delivery of the day-to-day service
- To be part of a rota for out of hours working and available for emergency call outs as required.
- Undertake such other duties as may be required from time to time by the Town Council.

### **Keys**

Keep all keys to buildings and honour their security accordingly. Where keys are not assigned to an individual to sign these in/out of the key store as required.

### **Additional Duties**

As stated by the Operations Manager or the Town Clerk.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Town Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Town Council.

## **PERSON SPECIFICATION AND REQUIREMENTS**

**It is essential that the postholder has:**

- A full UK Driving licence.
- Level 3 Qualification in sports turf maintenance or equivalent experience.
- Experience of operating horticultural machinery including ride-on and pedestrian mowers, tractors, strimmer's, line markers etc.
- Experience of working within public open spaces.
- Excellent timekeeping.
- Conscientious and the ability to lead a team.
- Ability to communicate at all levels. To ensure good Staff and Public relations are maintained and to project a friendly and co-operative image at all times.
- Excellent organisational skills with the ability to remain calm under pressure.
- The post-holder must be willing and able to work unsocial hours which may be a frequent feature of this role which may include Sat/Sun/Public Holidays and evenings as required or when dealing with emergencies.

**It is desirable that the postholder has:**

- Car and trailer licence.
- Emergency First Aid at Work.
- Certificate of competence in brushwood chipper, abrasive wheel, chainsaw, strimmer/ brush cutter, ride-on mower
- PA1/PA6A Safe handling and application of pesticides
- Lantra Rodent Control Certificate or equivalent
- Experience / qualification in horticulture
- NPTC Level 2 Award in Agricultural Tractor Driving & Related Operations
- Recognised training in burial plot preparation.
- RPII in playground inspections