



SEAHAM TOWN COUNCIL

GROUNDS MAINTENANCE SUPERVISOR

JOB DESCRIPTION

1. **JOB TITLE:** **Grounds Maintenance Supervisor**
2. **GRADE AND OTHER ITEMS:** **SCP 28 - 31**
Use of a mobile phone for business purposes.
3. **LOCATION:** **Works Depot at Seaham Cemetery, Lord Byron's Walk, Seaham and other locations as required.**
4. **RESPONSIBLE TO:** **Town Clerk, Deputy Town Clerk.**
5. **KEY RESPONSIBILITIES:**
 - To direct, supervise and monitor all parks, horticultural, open spaces, cemetery areas, public conveniences and associated work.
 - To deputise for the Deputy Town Clerk and carry out the statutory and delegated functions of the Deputy Town Clerk in his/her absence.
 - To act as a member of the Council Senior Management Team.
 - To assist and support the management, co-ordination and planning of various employment initiatives such as New Deal/college partnerships including planning and supervising work and material resources.
 - To devise, administer, supervise and monitor work programmes involving all manual and technical related operations and ensuring that targets and deadlines are achieved.
 - To assist and support the management functions relating to allotments, garages, grazing land.
 - To assist and support the management of existing leisure and recreation features and planning for new passive recreational pursuits including children's play, community woodlands and new sports areas.
 - To assist in the production of Parks Department estimates of income and expenditure and in the budget setting exercise.
 - To undertake budgetary control and finance related functions involving certification of accounts and invoices; seeking quotations and tenders; evaluating and making recommendations on these and assisting in the production of specifications and plans for project management.
 - To undertake inspections of buildings, order supplies, check works and advise

and supervise adaptations and improvements.

- To assist and support the organisation of events. In particular to attend and assist the Deputy Town Clerk at various events.
- To assist and support the production of agenda and reports for Committee meetings and if required attending and presenting reports, including offering advice and answering questions.
- To support and promote good health and safety within the organisation by assisting the Health and Safety Co-ordinator and implementing new legislation, policies, procedures, completion of assessments, departmental records, testing of equipment etc.
- Assisting with research to develop capital improvement projects including completion of grant applications and subsequent project management.
- Liaison whenever required with outside agencies, voluntary groups; community organisations; sports clubs; concerning Council facilities and projects.
- To act as a key point of contact with the provider for the operational aspects of the hospitality service arrangements for the Town Hall function suite, café and bar service provision.
- To act as a member of the Council Incident Management Team.
- Above SCP 28 if the post necessitates working additional hours outside of normal work for which no overtime is payable but time off in lieu can be taken.

6. OTHER DUTIES AND RESPONSIBILITIES:

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

- To help and assist where required in the development and bringing forward of new projects which promote growth in this area of Council activity to help meet changing leisure needs within the community.
- To assist with letting and supervising contracts.
- To provide such assistance as required in preparing estimates, quotations, tenders and budgets for different types of works, plant, machinery and materials for services needed by the Department.
- To undertake appropriate budgetary control functions in relation to the ordering, requisition and delivery of materials and certification of accounts.
- To assist the Health and Safety Co-ordinator and Building Services Manager in programming and dealing with the repair and maintenance of all buildings.
- To assist in the organisational aspects of running the full programme of Council events which may change from time to time. In particular to support and assist the Grounds Manager in planning and staging of such events including carrying out

technical work and setting up the sites at required times.

- To issue directions, supervise, review and monitor all operations including setting targets/deadlines.
- To devise, implement and review when needed work programmes, schedules, priorities and targets for departmental employees. To assist in the interpretation of health and safety regulations, codes of practice and offer advice and direction when required on such matters.
- To undertake a varied programme of project management as required.
- To assist in the co-ordination, work planning and monitoring progress of any work teams, volunteers and sports/user groups and the contractors who are either directly employed or are working in partnership with the Council.
- To have the continuous ability to drive in order to be mobile. In order to monitor progress and undertake appropriate supervision of these activities, driving is an essential role for this job and therefore the postholder is required to possess a full driving license at all times.
- To provide all year round emergency contact and to agree to be called out outside of working hours in response to such urgent/emergency situations.
- To assist in planning for the purchase of new vehicles, plant, equipment, machines and materials required by the Council.
- To assist, as required, in town twinning visits to and from Gerlingen.
- To be able to and to undertake all of the manual and technically related operations as are described in the job description for the post of Gardener (Technical).
- To attend such meetings as are required as the Council's representative.
- To provide general support as may be required to help with the smooth running of the varied programme of services, facilities and activities operated by the Council.
- To participate in and promote environmental initiatives.
- Acting as a security key holder, locking all doors and windows, securing shutters and putting on alarms.
- To undertake such other reasonable duties of an equivalent nature as the Council may require from time to time.

Period of Notice

Two month's notice is required by either side in connection with the termination of this post.

Additional Terms and Conditions Applicable to all Posts

The additional Terms and Conditions in Appendix A, a copy of which is attached, also apply to this post.



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APPENDIX A

This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
 - The Council's health and safety policy;
 - The Council's disciplinary procedure
 - The Council's grievance procedure
 - The Collective Agreement entered into by both Unison and the General and Municipal Boiler Makers Unions in July, 2002.

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.