

JOB SPECIFICATION

Title	Grounds Supervisor
Reporting to:	Open Spaces and Cemetery Manager
Date of Specification:	2025
Purpose of the Job:	To provide day to day planning, control, operation and supervision of Open Spaces and Cemetery Team
Hours	37 basic + w/end overtime
Salary	£29,290 dependant on experience and qualifications.

- 1 The day-to-day planning, control, operation, and supervision of the Open Spaces & Cemetery Team and ensuring that all work is carried out to a high standard.
- 2 Deputising for the Manager during his absence.
- 3 Allocation of staff to sites according to workload.
- 4 Production and monitoring worksheets.
- 5 Purchasing of general consumables ie whitening, fertiliser, grass seed etc as required.
- 6 To carry out all grounds maintenance and gardening work to schedule and to a high standard
- 7 To deal with personal enquiries from members of the public.
- 8 To ensure the public safety of all persons using the Open Spaces & Cemetery, and other Health & Safety matters and keeping of all Health and Safety records.
- 9 Maintaining all appropriate records, both financial and administrative, in respect of Open Spaces duties. To include operation of any associated computerised record systems.
- 10 To administer bookings of sports pitches and ensuring that all fees are properly charged and that all monies and cheques received are held securely and dealt with expeditiously.

- 11 To maintain close contact with all contractors working in the Open Spaces areas.
- 12 Responsibility for the security and usage of all consumable items, stores, tools, plant, equipment, buildings, and furnishings in the Open Spaces areas.
- 13 To seek new methods of improving standards of maintenance and increasing financial viability, research same and discuss implementation with Manager.
- 14 To develop the skills and experience of the staff in the team and to make appropriate recommendations for further training of staff in the team.
- 15 To undertake further training as required by the Manager and Town Clerk.
- 16 Maintain regular contact with the Manager and appropriate Council staff and officials on all issues affecting the team's operations.
- 17 To be specifically responsible for monitoring and controlling usage of sports facilities outside normal working hours and arranging staff cover.
- 18 To lead with out-of-hours cover for sporting facilities and assist in providing cover for outdoor special events.
- 19 To provide holiday and sickness cover for Open Spaces and Cemetery Manager
- 20 To be available to assist at events on a rota basis
- 21 This job description sets out duties of the post at the time it was drawn up. Some detail may vary from time to time without changing the general character of the duties from the level of responsibilities involved.

Competencies:

People Skills:

Proven supervisory skills
 Ability to work as a key member of a small team
 Able to deal with members of the public in a pleasant and efficient manner on the telephone and face to face

Qualifications

Groundswork/arboriculture/gardening
 Workplace safety
 Mechanical knowledge
 COSHH and environmental awareness

Personal Specification

- Polite and able to represent the Council to the public
- Horticulture experience and qualification
- Supervisory experience
- common sense approach

Outline Terms & Conditions

- Annual Salary £29,290
- 23 days holiday per annum, plus Bank Holidays
- Employer contributory pension

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