



**Farnham Town Council  
Grounds Maintenance Supervisor**

**Farnham Grade 4  
NJC Scale 26- 33(£23,398 - £29,323), Plus a local Government Pension,**

Are you a practical person with a “can do” attitude who can motivate others and have a track record of success? Could you oversee and inspire a small team, makes things happen and gets things done?

One of the largest town councils in the south of England, Farnham Town Council is seeking to recruit a Grounds Maintenance working supervisor to lead its small award winning grounds maintenance team

Are you passionate about making a difference with ambition to deliver excellent services and value for money?

If so, we want to hear from you.

You will need to have a full clean driving licence, relevant horticultural knowledge and previous experience of working in a supervisory capacity.

You need to work well in partnership with other organisations, be an excellent ambassador for the council a good motivator and be able to implement ideas to develop a high quality and effective service.

For an informal discussion about the role call Iain McCready, Business and Facilities Manager at Farnham Town Council on 01252 712667.

Closing date for receipt of applications will be 5<sup>th</sup> March 2018



**FARNHAM TOWN COUNCIL**  
**Grounds Maintenance Supervisor**

**JOB SPECIFICATION**

- Post:** Grounds Maintenance Supervisor
- Responsible to:** Business and Facilities Manager/Town Clerk
- Conditions:** National Joint Council for Local Government Services
- Grade:** PO Range - Spinal Column Points 26-33 (up to £29,323)
- Pension:** Local Government Pension Scheme (managed by Surrey County Council)
- Working Hours:** 37 per week working on a split winter/summer annualised hour's contract.
- Winter- 30 hours per week, 4 days per week
- These hours assume a 45 minute lunch break.
- Saturday and Sunday and working outside of core hours as and when required by the Council (e.g. commitments to events)
- The Town Council offers a Time-Off-In-Lieu policy for working out of normal hours, as additional payment scheme.
- Holidays:** Public Holidays plus 2 extra statutory days  
Annual Leave entitlement of 21 days with 4 additional days after not less than 5 years continuous service under a local authority at the date of appointment.
- Period of Notice:** Two calendar months by either the employer or the employee (after probationary period).
- Probation Period:** Three months from date of appointment for new appointees.



## **Grounds Maintenance Supervisor**

### **Purpose of the role:**

To supervise the Grounds Maintenance Team at the direction of the Business and Facilities Manager.

### **Main Areas of Responsibility:**

#### **Supervision**

**To supervise the day-day activities of the Grounds Maintenance Team, including:**

- Allocating tasks to the team on a daily basis
- Leading the team in carrying out tasks
- Ensuring quality standards and performance targets are achieved.
- Ensuring that the team works efficiently and service improvements are identified and implemented.
- Ensuring all team members adhere to safe systems of work and that all machinery and equipment is used in accordance with Health and Safety guidance.
- Ensuring that the team's workload is prioritised effectively.
- Ensuring that all documentation in relation to work carried out and management of the team members is completed comprehensively and kept up to date.
- Communicating clearly and effectively at all levels.
- Overseeing annual leave requests, alongside the Business and Facilities Manager.
- Identifying opportunities, in conjunction with the Business and Facilities Manager.
- Reporting on performance as required.

#### **Responsibilities**

**To oversee and undertake a range of tasks and duties, alongside the Grounds Maintenance Team, including:**

- General grounds' maintenance including grass and hedge cutting in cemeteries, allotments other open spaces.
- Development and maintenance of flower displays and bedding throughout Farnham, to include watering and weeding of the displays.



- Organise and assist with the erection of hanging baskets and planting of tubs and displays.
- Oversee and assist with the day to day operation of the greenhouses, potting up plants and preparing hanging baskets.
- Drive vehicles and equipment as required for grounds maintenance and other Town Council operations.
- Assist with the overseeing of funerals, to include the marking of graves and being present at an interment (Sexton role) as directed by the Business and Facilities Manager and liaison with the grave diggers.
- Ensure vehicles and equipment used by self and other members of staff are regularly maintained in accordance with routine operating requirements. Monitor the use of consumables items and make arrangements for their replenishment.
- Ensure work area is kept clean, tidy and secure at all times.
- Make recommendations to the Business and Facilities Manager regarding improved work systems, labour and machinery utilisation.
- In extreme weather conditions assist other agencies in clearing and gritting footpaths in the Town.
- Make sure machinery is cleaned after use and ready for the next day's operation.
- To organise and carry out Surrey County Council localism work and report back to the Business and Facilities Manager.
- To undertake training as required.

### **Health and Safety**

#### **To undertake duties in line with legislation and the Town Council's Health and Safety policy, specifically:**

- To ensure that the Health and Safety policy is adhered to and followed.
- To ensure risk assessments are current and work with the Business and Facilities Manager to update the assessments to make sure they are current and fit for purpose.
- Work to actively promote good employee relations and safety practices.
- To act as a fire marshal and first aider.
- To ensure staff are effectively trained on any equipment being used with appropriate PPE.
- Undertake new starter inductions as required.



### **General Duties**

**To undertake a variety of general tasks as directed by the Business and Facilities Manager including but not limited to:**

- To carry out handyman tasks as directed by the Business and Facilities Manager.
- To carry out administrative tasks associated with the post.
- To represent Farnham Town Council as required.
- To attend and provide support to Council events outside normal working hours as requested by the Town Clerk/ Business and Facilities Manager.
- Carry out any other reasonable duties as required.



**Person Specification  
Grounds Maintenance Supervisor**

<b>COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Communication</b> Effective written and verbal communication skills.	Level 2 of Competency Framework.  Evidence of effective communication skills.	
<b>Customer Service</b> Clear focus on delivering excellent customer service.	Level 3 of Competency Framework.	
<b>Team Working</b> Able to understand team goals and to work together to deliver targets.	Level 2 of Competency Framework. Workplace experience of doing this.  Ability to demonstrate working in a team environment.	Evidence of leading a successful team.
<b>Managing Self and Others</b> Ability to organize own time and the time of the team, in order to meet project targets.	Level 3 of Competency Framework.  Some experience of a supervisory role.	Experience of managing a team of staff. Managing a grounds team.
<b>Can Do Approach/Results</b> Demonstrate ability to develop and implement projects, including delivering projects to deadlines.	Level 2 of Competency Framework.	An ability to demonstrate completing tasks and projects to deadlines.
<b>OTHER</b> <b>Health &amp; Safety/First Aid</b> Ensuring Health & Safety and First Aid Policies are adhered.	A willingness to train and attend courses in relevant Health & Safety and First Aid procedures.  Relevant knowledge of Health and Safety practice in the workplace	<ul style="list-style-type: none"> <li>• A valid adult first aid certificate.</li> <li>• A valid Manual Handling training certificate.</li> <li>• A valid certificate for use of Chainsaws (not climbing or felling).</li> </ul>



<b>Person Specification</b> <b>Grounds Maintenance Supervisor</b>		
<b>COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Office Duties</b> Reasonable skilled use of Microsoft Outlook, Word	Ability to use Microsoft Word and Outlook and Excel.	
<b>Development</b> Commitment to continuing Professional Development.		Evidence of previous professional development.
<b>Relevant Training &amp; Experience</b>	Experience of working in a similar role.  Grounds Experience	<ul style="list-style-type: none"> <li>• Horticultural experience.</li> <li>• Certificate in Spraying (hand-held only).</li> <li>• NVQ Level 2 in Sports Turf</li> </ul>
<b>Driving</b>	A full UK Driving Licence	
<b>Cemeteries</b>		Working cemetery experience.