

## **Job Description**

### **Multi-Skilled Grounds Manager / Supervisor**

NJC Pay Scale – LC1 Above Substantive Range Point 13 (£29,064) – Point 17 (£31,022) as of 1 April 2025

#### **Working Hours**

Full Time

#### **Responsible for**

Grounds maintenance operative / apprentice

#### **Responsible to**

Town Clerk / Amble Town Council

#### **Employment Status**

Permanent (subject to probation)

#### **Location**

Various sites across the Councils area and external contract sites

#### **Role**

To undertake skilled grounds maintenance, landscaping, and environmental duties across cemeteries, memorial gardens, play areas, public open spaces, and other land and facilities under the control of the Town Council. The postholder will ensure that all areas are maintained to a high standard of safety, presentation, and compliant, in accordance with statutory requirements, Council policies, and approved programmes of work. The post holder will also supervise a grounds maintenance apprentice / operative.

#### **Main Duties and Responsibilities**

- Supervise and support ground maintenance staff on a day to day basis
- Allocate work, set daily priorities, and ensure tasks are completed efficiently and to required standards
- Provide on site leadership, instruction and guidance to staff and apprentices.
- Monitor attendance, punctuality, conduct and performance, reporting issues to management as required.
- Assist with staff training, inductions, toolbox talks and ongoing skills development
- Plan and oversee Council owned grounds maintenance activities including but not limited to grass cutting, strimming, hedge cutting, tree and shrub maintenance, litter picking, planting and maintenance of gardens, play areas and cemeteries
- Inspect play parks on a weekly basis
- Operate machinery and equipment where required and lead by example
- Repair and maintenance of Council property, including machinery or arrange repairs with relevant service in liaison with the Clerk

- Train staff on use of equipment where required
- Maintain essential training and certification, including PA1/PA2 pesticide application
- Carry out inspections of sites, report defects, hazards or vandalism
- Assist with seasonal works and special projects as required.
- To contribute to Risk Assessments where necessary
- Undertake and maintain all planting requirements, including preparation of ground, seasonal planting, floral displays, and memorial garden landscaping.
- Maintain memorial gardens and sensitive areas with due care, dignity, and attention to detail.
- Undertake minor tree maintenance works within the scope of training and competence.
- Clean and maintain street furniture, including benches, seats, and associated fittings.
- Clean and maintain bus shelters and surrounding areas.
- Carry out minor repairs and replacement of minor play equipment where appropriate and authorised.
- Follow an agreed programme of works, including seasonal variations and increased workloads during busy periods.
- Assist with the gritting of identified areas during winter conditions.
- Undertake ad hoc maintenance duties as required to support the effective operation of the Council's services.
- Comply fully with all Health and Safety legislation, codes of practice, and Council policies and procedures.
- Ensure safe working practices for self and others at all times.
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Any undertake other relevant duties as may arise when required