

LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE: Area Supervisor

SECTION: Grounds Maintenance

GRADE: Scale 6

LOCATION: Within Hackney Housing

RESPONSIBLE TO: Grounds Maintenance Manager

Purpose of the job

To assist the area manager in providing a cost effective customer focused service.

To assist the area manager in providing a cost effective service and efficient GM service.

To be responsible for the horticultural GM service of the site and the daily management of operations.

To liaise with internal and external partners/agencies in the delivery of events, in a safe manner and in accordance with the Councils Equalities and Diversity policies.

To provide accurate information to the Area Manager on all aspects of daily management.

The post holder will be expected to provide regular on site guidance and supervision to Charge Hands, team members/agency/work experience to ensure the work programs are delivered effectively and on time.

Key Accountabilities:

To ensure the delivery of all aspects of Horticultural Grounds Maintenance throughout the parks. These tasks will include overseeing pruning, planting, hoeing, mowing, edging etc.

To liaise and ensure all sheets are submitted on the delivery of daily/weekly work programs.

To direct team members, ensuring all targets are met appropriately and efficiently.

To provide satisfactory standards of work at all times whilst adhering to the Health and Safety at Work Act 1974.

To operate various types of machinery and tools in undertaking daily tasks.

To work as part of a team in the delivery of an efficient and effective service.

To liaise with internal and external partners/agencies in the provision of environmental

Flexibility:

The post holder can be instructed to work from any site depot across the borough.

To make safe any defects by using innovative means to protect users and the Council.

Use a range of tools and machinery to undertake required tasks safely.

Assist the Area Manager and direct the team to ensure the highest standard of Horticultural maintenance is achieved.

To participate in environmental activities that will promote the department sustainability commitment.

The post holder is expected to carry out their duties in accordance with the Councils Equalities and Diversity policies.

The post holder will be expected to work in inclement weather to ensure service delivery is not affected.

The post holder will be expected to act up to one grade above their substantive post for a continuous period of six weeks per calendar year. When engaged in these extra duties, employees will receive the existing grade rate of pay. Any employee acting up for a continuous period of at least four weeks, the employee will then be entitled to receive the rate of pay in accordance with the higher grade post from the date on which the acting up duties commenced in accordance with the human resource procedure.

The post holder will be expected to carry out tasks of the lower grades.

Health and Safety:

To ensure the compliance of all staff to ensure they comply with the Health and Safety at work Act (1974), COSHH, Council bye-laws and other relevant legislation.

Driving:

The post holder must have a current driver's licence.

To be responsible for the transportation of plants and machinery by towing a trailer.

The post holder is expected to complete all reports pertaining to the post i.e. daily check sheets, accident reports etc.

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Person Specification

POST TITLE		Area Supervisor	
GRADE		6	
DATE LAST REVIEWED		11/05/2018	
No	CRITERIA		TO BE TESTED AT: (e.g. Short-listing, Test, Interview)
	<u>Qualifications and Knowledge Requirements:</u>		
1.	Ability to use chemicals for effective weed clearance.		S/I
2.	Ability to use a range of horticultural equipment		S/I
3.	Ability to carry out routine maintenance and cleaning to a range of horticultural equipment and to be able to identify faults and defects and any feedback report writing.		S/I
4.	Ability to give and receive information and to understand and follow instructions.		S/I
5.	Ability to operate effectively within a dynamic environment and to acquire new skills and knowledge and with a commitment to learning. Ability to organise own workload and work effectively individually or as part of a team.		S/I
6.	A commitment to Hackney Council Mission Statement.		S/I
7.	Ability to carry out duties in accordance with the Health and Safety at Work Act.		S/I
8.	Ability to work outdoors and in all weather conditions to ensure ongoing service delivery.		S/I

		<p><u>Skills and Abilities:</u></p> <p>1. Experience of delivering horticultural services.</p> <p>2. Experience in the use of a range of horticultural mechanical equipment.</p> <p>3. Experience in carrying out routine maintenance, identification of faults and defects on a range of horticultural equipment.</p> <p>4. A record of delivering customer focused services in a multi-cultural environment.</p> <p>5. Ability to drive transit vehicles (trailers if required) and to operate horticultural plant and machinery: to include the holding of an up to date driving licence and appropriate certifications.</p> <p>6. PA1/PA6 certificate in spraying is desirable.</p> <p>7. Must be able to work towards NVQ Level 3.</p> <p>8. Experience of supervising staff and issuing works instructions.</p> <p>9. Experience of using IT equipment.</p>	<p>S/I/T</p> <p>S/I</p> <p>S/I/T</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
		<p>Hackney Council Requirements:</p> <ul style="list-style-type: none"> ▪ Commitment to Hackney Councils' core vision and values. ▪ Commitment to a culture of learning, development and empowerment across the organisation. ▪ Wholehearted commitment to the principle of achieving equality of opportunity and celebrating diversity. ▪ Commitment to team working 	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>S'tlisting/Intervie w</p>
		<p>.Other Special Requirements</p> <p><i>(e.g. physical requirements for this post)</i></p>	

<p><u>Method of assessment:</u></p> <p>S = Short listing T = Test I = Interview</p>
