


JOB DESCRIPTION	
	
<b>JOB TITLE:</b> Supervisor Grounds Maintenance	<b>REPORTS TO:</b> Property Services Officer
<b>DEPARTMENT:</b> Property Services Department	
<b>DATE:</b> January 2025	<b>REVIEW DATE:</b> January 2025
<b>ROLE PURPOSE:</b> The Senior Grounds Keeper will supervise the work of the Direct Labour Groundskeepers, as well as carry out the various tasks required in delivering a high standard of grounds maintenance works. This will include, grass cutting, using pedestrian mowers, hedge cutting, weeding, tending beds and borders, planting, turfing and any other tasks to ensure the provision of an efficient grounds maintenance service. The role holder will have responsibility of the safety and security of the Associations grounds maintenance storage units and equipment and will assist the Property Service Officer where required, ensuring all Association's grounds and lands are maintained to the highest standards ensuring tenants/residents satisfaction. Responsible for Supervision of Apex's grounds maintenance team reporting to Property Services Officer. (Line Manager)	
Key Area	Key Activities
<b><u>Main Duties &amp; Responsibilities</u></b>	<ul style="list-style-type: none"> <li>Liaise with the Property Services Officer/Line Manager and gardening team to ensure the upkeep of grounds and lawn grass maintenance on all the Association's Schemes and general needs estates.</li> <li>Ensure grounds keeping depot is kept clear, safe and secure.</li> <li>Overall responsibility for soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planning.</li> </ul> <b>Responsible for ensuring the maintenance of:</b> <ul style="list-style-type: none"> <li>hedges, trees, shrub and flower beds at the Association's housing schemes.</li> <li>houseplants in the Association's sheltered accommodation, special needs schemes and offices.</li> <li>the Association's greenhouse and propagation of additional shrubs and flowers for the Association's use.</li> <li>To organise and carry out gritting, salt spreading, snow clearing as necessary, including footpaths around the schemes.</li> </ul>
<b><u>Health &amp; Safety</u></b>	<ul style="list-style-type: none"> <li>Carry out risk assessments and tool box talks as required, and keep records of same.</li> <li>Ensure all groundskeepers use and maintain safely all hand tools and basic light machinery and plant.</li> <li>Be aware of all statutory regulations relating to machinery and equipment and ensure compliance of same.</li> <li>Ensure groundskeepers use and safely maintain all cylinder and rotary mowers, strimmer's and leaf blowers.</li> <li>Overall responsibility to ensure all machinery is safe for use and in good working order, serviced regularly, asset tagged if required, and report any damages to line manager.</li> <li>Overall responsibility for ensuring that all gardening equipment (mowers, strimmer's, etc) are kept safe and secure as well as ensuring the proper storage and proper security of the equipment at all times.</li> <li>To be aware of Health and Safety requirements and ensuring as far as is reasonably practicable, that groundskeepers carry out all duties to comply with current 'Health &amp; Safety at Work' legislation.</li> <li>To ensure all groundskeepers wear personal protective equipment where required, as well as ensuring its upkeep and the maintenance of P.P.E.</li> <li>To be aware of the statutory requirements relating to the use of ride on rotary and flail mowers and pedestrian rotary and flail mowers and instruction of staff in the safe use of same.</li> </ul>

<b><u>Reporting &amp; Monitoring</u></b>	<ul style="list-style-type: none"> <li>• Supervision of grounds keeping staff, ensuring safe working practices, ensuring attendance and timekeeping records and timesheets are up to date and provide feedback to Line Manager on any issues that may arise.</li> <li>• To liaise directly with Scheme Managers and Officers-in-Charge in relation to grounds maintenance issues and requests.</li> <li>• To assist line manager in the programming of summer and winter timetables and to organise workloads so that all schemes are regularly maintained.</li> <li>• Organising and overseeing the completion of general duties i.e. moving of furniture/office desks, files, litter picking and the collecting and disposal of Association's rubbish.</li> <li>• To liaise with outside agencies and public authority bodies (e.g. Local Councils, NIHE) as required.</li> <li>• To liaise closely with the Line Manager with up to date information regarding any general maintenance issues that may arise.</li> <li>• To be aware and implement statutory requirements particularly on the use of spray weed killers and insecticides.</li> <li>• To ensure that confidentiality is maintained on all issues relating to schemes and the Association business.</li> <li>• To communicate and motivate grounds keeping staff effectively</li> <li>• Assist in timetabling and scheduling efficient work methods of groundskeepers.</li> <li>• Reporting of any health and safety related incidents to Line Manager.</li> <li>• To assist the Line Manager in the preparation of annual budget plans for grounds maintenance within the Property Services Department.</li> <li>• To assist line manager in control of budget , keeping a record of purchase orders and ensuring value for money</li> </ul>
<b><u>Disposition</u></b>	<ul style="list-style-type: none"> <li>• To show courtesy to residents, staff and members of the public when executing duties.</li> <li>• On occasion working outside of normal hours may be necessary</li> </ul>
<b><u>Miscellaneous</u></b>	<ul style="list-style-type: none"> <li>• Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work</li> <li>• No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.</li> </ul>
<b><u>Staffing</u></b>	<ul style="list-style-type: none"> <li>• Carry out annual performance appraisals</li> <li>• Carry out regular supervision with staff</li> <li>• Assist in the development and implementation of an induction programme for staff</li> <li>• Monitor and address any performance issues appropriately</li> <li>• Ensure appropriate staffing levels</li> </ul>
<b><u>Miscellaneous</u></b>	Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work. No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.