

APEX HOUSING ASSOCIATION

EMPLOYEE SPECIFICATION

POSITION: **Supervisor Grounds Maintenance**

DATE COMPLETED: January 2025

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	BTEC/NVQ level 2 Horticultural qualification AND	CSR Card First Aid Certificate PA1/PA6 pesticide certification C1E
RELEVANT EXPERIENCE	2 years post qualification experience employment in a Horticultural/Grounds Maintenance role OR 5 Years paid employment in a Horticultural/Grounds Maintenance role	1 year supervisory experience
SPECIALIST KNOWLEDGE/ TRAINING	Ability to demonstrate knowledge and understanding of Health and Safety, Environment / Sustainability Strategy & Quality Systems. Management of safe systems of work associated with the role and environment. Ability to implement improvements within the above categories where required to maintain a high quality of service *Please see footnote below	Experience & knowledge re maintaining accurate servicing records for machinery & equipment. Knowledge & Awareness of Apex approach to Biodiversity
PERSONAL SKILLS	Ability to supervise & motivate staff. Ability to schedule work & rotas with consideration to tasks, locations, equipment & fuel efficiency.	

	Ability to adapt to change. Work to high standards. Communicate effectively with staff members, tenants, residents and the public.	
DISPOSITION	Friendly and caring approach. Enthusiastic and positive. Self-motivated and ability to work independently.	
CIRCUMSTANCES	Ability to carry out the physical requirements of the job. Full clean driving license	Flexible with regard to hours – ability to work unsocial hours and weekends if required

Note:

Temporary role: Should this temporary role last longer than 6months, the successful candidate will be required to undertake specific Evolve training modules