



Parks Grounds Maintenance Resource Coordinator

Salary: Band: 7- £31,067 - £35,235 p.a.

37 hours per week, Monday - Friday but may be required to work some weekends

The Service

The In-House Grounds Maintenance Operations Service covers parks and open space areas of the city and is responsible for the 760 hectares of publicly accessible green space in Portsmouth.

Portsmouth's green and public spaces are at the heart of the local community and enjoy great support and affection from residents. The services main priority is to maintain a consistent standard across all grounds maintenance areas and develop its service centred around community engagement and interaction of Portsmouth's Parks and Open Spaces.

The In-House Grounds Maintenance Operations Service is responsible for the maintenance of parks and open spaces, allotments, cemeteries, golf course and semi-natural open space, with assorted sports and play facilities within. The service also provides grounds maintenance services to Traded Services incorporating schools and social service locations.

Portsmouth's parks and open spaces are of a high standard, fit for purpose, and they need to be maintained to meet the needs of Portsmouth's residents and visitors. The services main priority is to maintain a high standard across all parks and open spaces and service areas.

What is the role?

- The Parks Grounds Maintenance Resource Coordinator key responsibilities will be to manage the day-to-day grounds maintenance operation within their area.
- The Parks Grounds Maintenance Resource Coordinator will work closely with grounds maintenance supervisors and parks managers to plan the tasks and resources to ensure a consistent service delivery.
- Identifying workloads within pre planned schedules and allocating tasks to individuals, ensuring work standards are maintained.
- To lead and organise staff in assigning works and systematising staff on a daily basis including weekends.
- Be responsible for frontline discipline including productivity and timekeeping and reporting back to their line manager performance issues.
- To manage all staff under their control to work in a tidy and safe routine so as not to put oneself or others at risk.
- Monitoring productivity and inspecting completed tasks checking the work has been carried out to the required standard within his/her area of operation, and is completed in a safe manner and in line with good working practice. Reporting any unconformities to the manager.
- Liaising with mechanical engineers and organising repair for machine breakdowns and servicing as per manufacturers recommended periods
- Organising weekend working patterns and labour within various rotas as instructed by their line manager.

- Induct/train new members of staff to ensure they are trained to correct standards for the work undertaken and machinery used.
- Update and maintain accurate work instructions and records.
- Timely and correct completion of paperwork and documentation, including collating completed pro-forma's and completed timesheets prior to forwarding to the line manager.
- Compose brief reports where required and advising and providing information back to parks management when enquiries or complaints arise.
- Work with parks management in identifying resources and material for additional works.
- Accepting deliveries, monitoring stores and stock and communicating information to parks management.
- Accountability for ensuring operational depots are kept safe, secure and in good order.
- Arranging repair or recovery of machine breakdowns
- Endorsing and monitoring of safe working practices and environmental legislation.
- Follow and endorse PCC policies and procedures.
- Always portray a professional image of Portsmouth City Council.
- Lead the team on the importance of excellent customer service.
- Attend staff training when required.
- Undertake other duties that are required by the Parks Service
- Act in a way that supports and promotes Portsmouth City Council's Equal Opportunities policy, which aims to ensure everyone has equal treatment and equal access to employment and services.

Who is the person?

You need to:

- Have extensive experience in leading operational grounds maintenance activities.
- Hold a PA1 & PA6 Spraying Certificate.
- Have experience in systematising and supervising multiple teams.
- Have knowledge in horticultural operations in line with good horticultural practice
- Be a strong communicator to feedback information as necessary to parks management as well as other council officers, councillors and community groups.
- Hold a full valid Driving Licence.
- Have a high level of organisational skills and able to make quick thinking decisions when under pressure
- Have a detailed knowledge of the local area within their remit.
- Have experience in updating & maintaining work instructions and records.
- Be flexible to provide cover at weekends and out of normal working hours if required
Ability to adjust work schedules at short notice
- Able to delegate various responsibilities to skilled workers, leading hands, and forepersons.



- Experience in leading and being able to motivate both individuals and groups of operational staff in an organised and professional manner.
- Experience in the organising and re-arranging working rotas including weekend working and organise work to meet quality standards and deadlines as directed by their line manager.
- Be able to work independently & as part of a team, using initiative and judgement when necessary to find appropriate and effective solutions to situations and work demands.
- Be able to follow and instruct Health and Safety procedures and legislation.
- Be a role model for Portsmouth City Council Parks and behave accordingly, adopting a positive attitude to the work and Portsmouth City Council, its residents and visitors at all times
- Be flexible to provide cover out of normal working hours

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.