

Parks Grounds Maintenance Supervisor

Salary: Band: 8, £35,235- £37,937 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 are 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 Supervisor's key responsibilities will be to manage the day-to-day grounds maintenance operation within their area including all parks, gardens, sports fields (cricket, football, rugby, bowling greens, golf course, schools, cemeteries, and allotments). To ensure planned and ad hoc works are conducted in a safe manner following risk assessments and safe working procedures within Portsmouth parks, open spaces, grass sports, schools, cemeteries, and allotments.

You will be responsible for leading a team of staff daily including weekends; identifying workloads within pre planned schedules and allocating tasks to individuals, ensuring work standards are maintained. As the Grounds Maintenance Supervisor you will be responsible to line manage staff including productivity, timekeeping and performance.

Be able to deal with public enquiries and site issues passed on by parks management team. Provide improvement work proposals to key parks locations and assist with flower bedding designs and any parks and open spaces improvement schemes, and work with greening and biodiversity strategies.

The role not only includes front line management but also managing work schedules and ad hoc works and managing herbicide and pesticide usage.

The role will also include attending various meetings with users of sports facilities, neighbourhood forums and volunteer and friends' groups. This is an extremely varied but



rewarding role which can be, at times, demanding and pressurised. It will require you to visit sites across the whole of the City.

Duties will include;

- 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 operations 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 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 and signing off completed timesheets prior to forwarding to the park management.
- Compose brief reports where required and advising and providing information back to parks management when enquiries or complaints arise.
- Work with the operations manager in identifying resources and material for additional works.
- Accepting deliveries, monitoring stores and stock and communicating information to parks management.
- Accountability for ensuring 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 PCC.
- 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

Who is the person?

You need to:

1. Hold City & Guilds in Horticulture Phase 1 and 2 in Horticulture or equivalent experience.
2. Hold a PA1 & PA6 Spraying Certificate.
3. Have experience of using a range of IT packages such as Microsoft Office and other specialist software packages.
4. Have experience in systematising and supervising multiple operational teams.
5. Have knowledge in horticultural operations in line with good horticultural practice.
6. Have knowledge of various grass sports maintenance including golf, cricket, football, rugby and other grass sports.
7. Be a strong communicator to feedback information as necessary to the manager and supervisor as well as other council officers, councillors, and community groups.
8. Hold a full valid Driving Licence as you will be required to cover all areas of the city to ensure all work is undertaken to maintain a high standard across all parks and open spaces and service areas.



9. Have a high level of organisational skills and able to make quick thinking decisions when under pressure.
10. Have a detailed knowledge of the local area within their remit.
11. Have a strong character as the role requires experience of managing a large team and dealing with and resolving a range of issues as and when they arise.
12. Have experience in updating & maintaining work instructions and records.
13. Be flexible to provide cover at weekends and out of normal working hours if required.
14. Ability to adjust work schedules at short notice.
15. Able to delegate various responsibilities to skilled workers, leading hands, and forepersons.
16. Experience in leading and being able to motivate both individuals and groups of operational staff in an organised and professional manner.
17. 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 manager.
18. 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.
19. Be able to follow and instruct Health and Safety procedures and legislation.
20. 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.
21. Be flexible to provide cover out of normal working hours.

Additional information

When completing your application, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience and attach this as a cover letter in the Supporting Documents section. This is really important as you are likely not to be shortlisted.

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.