

Groundwork in Greater Manchester Job Description



Job Title: Fencing and Landscaping Supervisor	Job / Post Ref: FLS
Salary Range: £25,000 – £27,000 (Salary based on skills, qualifications and experience)	
Contract Type: Permanent	Hours of work: 39.5 hours per week
Business Unit: Groundwork Fencing and Landscaping	Location: Groundwork Fencing and Landscaping depot in Ashton under Lyne, Tameside
Reporting to: Groundwork Fencing and Landscaping Contracts Manager	Responsible for: Operatives
Special conditions: Flexible working hours may be needed.	

Main Purposes of the Post

- To lead the implementation of fencing, landscaping and site maintenance works on a wide range of sites.
- To provide on-site supervision and guidance to Operatives to support development of practical skills and instil positive work based behaviours.

Duties of the Post

- Ensure the safe and efficient running of projects, planning and prioritising tasks on site and following all risk assessments and method statements, to ensure effective and timely completion of work
- Personally undertake the implementation of fencing, groundworks, hard and soft landscaping and site maintenance works to agreed specifications and standards
- Provide day to day supervision and guidance of any Operatives working with you on site
- To maintain good working relationships with clients, providing updates on progress as required
- To maintain positive relationships with tenants and other members of the public affected by works on site
- Ensure that all work documentation is correctly completed and returned to the main office each day
- To use mobile system to photograph and record works on site and record tenant feedback where required
- To be responsible for checking materials and equipment are as ordered prior to signing delivery notes and storing appropriately

- To undertake routine maintenance of your vehicle, tools and equipment, completing all relevant log sheets. To ensure that security protocols are followed to ensure that tools and equipment are stored securely and safely at all times when not in use.
- To ensure that all activities are carried out in compliance with all statutory health and safety requirements, our Health and Safety Policy and that of our clients and stakeholders
- To wear correct PPE for all tasks and ensure other members of staff do the same
- To follow all risk and COSHH assessments, ensuring Operatives do the same, to undertake dynamic risk assessment on site and deliver tool box talks as required
- To maintain effective working relationships with other staff in Groundwork, including Landscape Architects
- Any other duties that may reasonably be requested by the Contracts Manager.

General Requirements

- Adhere to all Trust policies and procedures, including our accredited Environmental and Quality Management Systems, undertaking responsibilities at the level appropriate to the role
- Undertake training relevant to the post and to personal development

Person Specification Fencing and Landscaping Supervisor



	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> • Full driving licence • Educated to 'O' Level / GCSE or equivalent • Current CSCS card • Abrasive wheel use and manual handling trained 	<ul style="list-style-type: none"> • First Aid at work • Recognised health and safety qualification • CITB SSSTS card • NRSWA Operative or Supervisor • Relevant CPC plant operator licence e.g. excavator • Entitlement to drive vehicle with trailer • L2 or equivalent vocational qualification in general construction, groundworks, fencing or landscaping • Relevant grounds maintenance machinery training e.g. Mower, Strimmer • Cat and Gennie • Chainsaw licence • PA1 / PA6 / PA6W Pesticide Application • COSHH trained

Experience / Knowledge	<ul style="list-style-type: none"> • Experienced in implementing a range of different styles of fencing and gates • Experienced in implementing hard landscaping and groundworks including kerbs, flags, drainage and concreting • Sound knowledge and experience of site based health and safety management • Experience of supervising others on site • Experience of delivering projects to deadlines • Experienced in using, and maintaining, wide range of tools and equipment • Experienced at working remotely with little supervision 	<ul style="list-style-type: none"> • Experience of soft landscaping work including planting trees and shrubs to site plans and specification • Good plant identification knowledge • Experience of providing on the job training and development • Experience of driving with trailer • Experience of completing risk assessments and undertaking tool box talks
Skills and Attributes	<ul style="list-style-type: none"> • Excellent verbal communication skills • Good time management and personal organisation skills, able to work to agreed deadlines • Good record keeping skills • Able to motivate others • Good team player and able to create an inclusive team environment • Good problem solving skills • Able to deal with challenging behaviour 	
Values and Attitudes	<ul style="list-style-type: none"> • A positive approach to supporting people new to the workplace, including young adults or people with a criminal record • A commitment to prioritising health and safety • A commitment to getting work right first time and ensuring continuous improvement in quality of work • A positive attitude towards equality and diversity • Able to work flexible hours if required • A desire to help others develop life and work skills • Show a commitment to the aims, objectives, mission and vision of Groundwork 	
Other	<ul style="list-style-type: none"> • Willingness to participate in training and development • Able to swim (relevant to working near watercourses) • This post will be subject to a basic DBS check 	