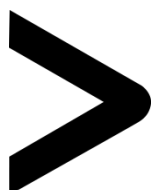


GROUNDWORK GREATER MANCHESTER

CHANGING PLACES, CHANGING LIVES



Fencing & Landscaping Supervisor

Job Description & Person Specification

SALARY

£23,000 - £28,000 (Salary based on skills, qualifications and experience)

DURATION OF THE POST

Permanent

HOURS OF WORK

39.5 hours per week

BUSINESS UNIT

Employment & Enterprise

LOCATION

Ashton under Lyne, Tameside and Wythenshawe

ACCOUNTABLE TO

Groundwork Fencing and Landscaping Manager

RESPONSIBLE FOR

Site Labourers

TEAM

Groundwork Fencing and Landscaping

OVERVIEW OF THE POST

- To undertake all aspects of Fencing and Groundwork in the properties of tenants of a large social housing provider
- To provide on-site supervision for labourers working as part of a small team

ROLE & MAIN PURPOSES OF THE POST

- Ensure the safe and efficient running of individual jobs on site, planning and prioritising required tasks and following all risk assessments and method statements, to ensure effective and timely completion of work
- Personally undertake the implementation of range of fencing tasks to properties of a large Social Housing Provider.
- Provide day to day supervision and allocation of tasks for any labourers or apprentices working with you
- To maintain good working relationships with clients' representatives
- 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 labourers and apprentices do the same
- To follow all risk and COSHH assessments, ensuring labourers and apprentices do the same, to undertake dynamic risk assessment on site and deliver and record tool box talks as required
- Any other duties that may reasonably be requested by the F&L Manager and Assistant Manager
- Provide day to day team management and support to on site labourers, including participating in 1-2-1 meetings and the application of company policies and procedures.
- 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 including developing and applying knowledge of sustainable construction practises

PERSON SPECIFICATION

Essential experience:

- Experienced in erecting all types of timber and metal fencing and gates.
- Sound knowledge and experience of site based health and safety management
- Experience of delivering projects to deadlines
- Experienced in using, and maintaining, wide range of tools and equipment

Desirable experience:

- Experience of supervising people on site
- Experience of driving with trailer
- Experience of working at residential properties for a social housing provider
- Experience of Groundworking

Essential knowledge, skills and qualifications:

- Full driving licence
- Current CSCS card
- Abrasive wheel use and manual handling trained
- Excellent verbal communication skills
- Good time management and personal organisation skills, able to work to agreed deadlines
- Good record keeping skills
- Good team player and able to create an inclusive team environment
- Good problem solving skills

Desirable knowledge, skills and qualifications:

- First Aid at work
- Entitlement to drive vehicle with trailer
- Educated to 'O' Level / GCSE or equivalent
- Demonstrate excellent organisational skills so that all time is productive on site
- Excel at all aspects of the job, in particular a demonstrated ability to deliver all work ahead of schedule without any snags or revisits
- Cat and Genny Trained

Values and ethos:

- A commitment to providing excellent service for customers
- A positive approach to supporting people new to the workplace, including young adults and apprentices
- 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
- Show a commitment to the aims, objectives, mission and vision of Groundwork
- A commitment to delivering work in line with sustainable construction practises

ADDITIONAL FACTORS

- Willingness to participate in training and development
- This post will be subject to a basic DBS check

PREPARED BY:	Richard Gee
PREPARED ON:	January 2022