

1. JOB DESCRIPTION

Job Title: Grounds Supervisor
Department(s): Property and Support Services
CAJE ID: SS.0144
No of Job Holders:

2. JOB PURPOSE

To provide high quality maintenance throughout all of the Trust premises, ensuring a safe, pleasant environment to patients, visitors and staff within available resources, providing the necessary supervision to act as a team leader/coordinator. Ensuring all stock levels and machinery are maintained to a level in order to facilitate continuity of service.

3. ORGANISATIONAL POSITION

Grounds Supervisor
(This Post)
I
Head Gardener
I
Chargehand Gardener
I
Grounds Maintenance Staff

4. SCOPE AND RANGE

NHS Lanarkshire consists of 64 premises widely spread throughout the 900 square miles of the country. These include 17 hospitals and 47 community premises of varying conditions of environment. The post holder will be responsible for the day to day supervision of 13 staff. The grounds maintenance department is responsible for grounds maintenance works within NHSL.

All year round the duties include: grass cutting, head and shrub pruning, weeding and weed killing, litter picking/road sweeping, planting shrubs and bedding out plants, masking safe trees, clearing leaves to keep the grounds safe.

All duties are to enhance and make safe/clean and pleasant place for staff visitors and patients. The importance of the service provided includes the fact that the grounds and gardens are the first and last feature of the site that is seen when patients/visitors enter and leave, therefore critical to giving a good impression of NHSL.

During the winter months participates in an on-call service to ensure that ice/frost and snow are cleared from designated NHSL properties 24 hours a day, 7 days a week.

To provide NHSL with efficient quality assured service.

5. MAIN DUTIES/RESPONSIBILITIES

To provide a full range of grounds maintenance including snow and ice clearance, safely and cost effectively within agreed budgets to ensure the provision of a high quality environment to both patients and staff.

To provide grounds service that comply with statutory legislation Management Executive guidelines, Trust policies and Codes of Practice to safeguard clients, minimise risk and ensure that the Trust meets its statutory responsibilities.

- To act as a team leader and co-ordinate as required.
- Efficiently and effectively organise resources including labour transportation, plant and materials requisitions, supply deployments and security.
- Being responsible for satisfactory time keeping and conduct.
- Maintaining standards of discipline.
- Promoting co-operation and versatility.
- Ensuring acceptable standards of productivity and workmanship in the execution of programmes of work.
- Supervise maintenance and minor landscaping capital works as directed.
- Prepare and keeping records as appropriate.
- Observing statutory and other relevant requirements in particular those relating to Health and Safety.
- Fulfilling requirements relating to training and instruction of grounds staff.
- Advising Line Manager as necessary on aspects of concern e.g. plant failure.
- Liaising with other disciplines.
- Assisting with the implementation and maintenance of planned maintenance programmes.
- Supervising out of normal hours emergency service.
- Participating in on-call rota.
- Utilising time not spent on supervision of grounds work.

Any other duties commensurate with grade and post.

6. EQUIPMENT & MACHINERY

In a day-to-day environment the post holder will require to be familiar with and able to identify faults and service requirements for a wide range of grounds maintenance tools and equipment such as drive and ride on grass cutters, compact and large tractors, powered/push mowers, hand and powered salt graters and various hand powered tools and chemical equipment.

7. SYSTEMS

Requires to work to a planned maintenance programme and complete work orders and input to the maintenance plan for grounds maintenance. The post holder shall undertake the duties and responsibilities agreed with the Assistant Maintenance Service Manager designed to achieve the objectives of the Department for the provision of non clinical grounds maintenance services.

Personal Objectives and goals shall be monitored regulating through the provision of written and verbal reports with formal and informal regular meetings with the Assistant Maintenance Service Manager. Objectives shall be renewed by the Maintenance Services Manager.

8. DECISIONS & JUDGEMENTS

Will require working independently to predetermined work orders and processes own work records.

Follows policies and procedures as approved by NHSL

9. COMMUNICATIONS & RELATIONSHIPS

Internal: Various staff groups from within NHSL and patients and visitors
External: Contractors and staff from leasing companies .

The post holder will be a member of an integrated team providing a wide range of environmental services. Meetings shall be held with other supervisors and staff both within the Department and within Trust to review operational matters, planning on grounds maintenance.

The post holder shall be required to develop and maintain close working relationships and communication within the Trust providing a daily service and giving advice and information on environmental grounds maintenance matters.

Good communication skills and the need to be an effective team leader are essential requirements of the post in addition to the need to be able to respond promptly to customer needs.

10. DEMANDS OF THE JOB (physical, mental, emotional)

Keyboard skills and driving are essential for the day-to-day operation of the department.

There is a constant need for light physical effort.

Dealing with unexpected occurrences or incidents during normal or out of working hours, some of which potentially can be dangerous.

Dealing with in-house staff issues through NHSL policies on the resolving of grievance and disciplinary matters. On occasion this can also require resolving staffs personal issues impacting on their individual performance.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Maintaining peoples expectations dealing with a highly demanding multi-function users across the whole spectrum of healthcare within NHSL.

Ensuring the efficient and effective provision of a service within a 24 hours, 7 day demand period and meeting the requirements of the service.

Responding to unplanned or emergency activity as these arise.

12. KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB

Experience in managing staff and dealing with issues associated with the provision of a NHSL wide service

Experience working on a large spread out estate

Knowledge of safety aspects of grounds maintenance equipment

Ability to work as part of a small team and working within an on call system

Ability to work unsupervised and uses own initiative

To be flexible and willing to react to the needs of the service as it arises.

Supervising experience is required and the post holder should ideally have experience of 5 ears at an appropriate level.

The post holder shall require to have a sound knowledge of specialise chemical treatments in association with all relevant statutory and Health and safety requirements associated with grounds maintenance.

The post holder shall require to have a full driving licence with the entitlement to drive towing a trailer.

Job Description Agreement

Job Holder's Signature

Date

Head of Department Signature

Date