



Ipswich Borough Council Job Description: O18

Area Supervisor

Main Purpose of Job

Undertake range of work, including ground maintenance, landscaping, tree surgery creation and maintenance of wildlife habitat and associated tasks in public parks, cemeteries, sports facilities, highways, housing areas, private contracts and similar open spaces to the required standard and specification in accordance with agreed procedures.

Act in supervisory capacity providing leadership over assigned work teams ensuring direct reports carry out the work required of them in order to maintain agreed output, performance and service standards.

As required, to deputise for Area Supervisor/Park Manager, attending meetings and ensuring service is delivered to required standards.

Deliver high standard of customer care to parks and open space users.
Ensure all work undertaken and staff adhere to corporate procedures and the Health and Safety at Work Act

Main Duties

1. Organise staff; equipment and materials, coordinating activities to ensure assigned tasks are undertaken in a proficient manner.
 2. Interpret plans, landscape designs, specifications and working drawings and undertake work on site as determined by approved programme and / or instructed by line manager, completing all paperwork relevant to the job, e.g. task tickets, time sheets, monitoring sheets, etc in a timely and efficient fashion.
 3. Operate a wide range of horticultural plant and equipment in an efficient and professional manner in accordance with the manufacturer's instructions and agreed safe systems of work.
 4. Carry out assigned horticultural and related specialist tasks in an efficient and effective manner using acquired skills and experience to ensure high standard of service delivery.
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1. Carry out basic / routine machinery maintenance in accordance with the manufacturers instructions.
 2. Conduct and write up staff appraisals in line with corporate policy.

3. Participate as required in service area emergency response plan, including out of hours working.
4. Such variations as may be required from time without changing the general character of the duties shown above

PERSON SPECIFICATION

Area Supervisor

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
Qualifications	NVQ Level 3 or similar level qualification / skills / experience in one or more of the following areas: - Grave Digging - Horticulture IOSH Health & Safety Qualification for Managers/ Supervisors	PA1 +PA6A pesticide spraying certificate	Certificates/ Application Form
Relevant experience	Proven experience in one or more of the following areas, including the use of associated machinery: - Cemeteries - Horticulture Experience of working in a public facing environment Proven experience of working in supervisory role Proven ability to deliver short presentations	Experience of using variety of power tools Experience of working with Volunteers Towing experience	Application form/ Interview
Specialist knowledge	Knowledge of Health & Safety procedures Good knowledge of plants, trees and their maintenance requirements.	Knowledge of local area	Application form/ Interview
Personal skills	Demonstrate ability to use initiative and prioritise workload for self and team Proven ability to communicate effectively both verbally and in writing Ability to lead, motivate and develop staff Ability to solve problems and resolve conflict Demonstrate a customer focused and responsive approach that improves service delivery		Application form/ Interview

Special working conditions	Valid Driving Licence (write on the form if you do not have a driving licence due to disability. This will not stop you getting an interview. If you get an interview we will see if we need to make changes so you can do the work) Ability to work outside in all weathers Ability to carry out manual tasks which include considerable bending, lifting and walking	Category C1+E Licence (Towing trailers)	Application form/ Interview
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