

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>JOB TITLE</b>	Senior Groundworker
<b>REPORTS TO</b>	Operational Site Supervisor
<b>DIRECT REPORTS</b>	None
<b>TEAM</b>	Groundworks Team
<b>LOCATION</b>	Creating Enterprise Operational Area
<b>SALARY DETAILS</b>	£25,262 gross per annum
<b>HOURS</b>	42 hours per week

### 2. PURPOSE

To coordinate the operational work of others on site and provide feedback on progress or any site issues to the Operational Site Supervisor and to complete maintenance and refurbishment works of a groundwork nature (i.e. drainage, fencing, paving, concreting of pathways, driveways and the like, basic brick laying, re-setting and renewing of manholes etc.) to any contracts where work is being carried out by Creating Enterprise.

Deliver a commercial value for money, customer focused service by doing things right first time and in a timely manner and within the agreed budget.

Under the guidance of the Operational Site Supervisor, to take a proactive lead on all aspects of onsite operational health and safety, reporting concerns to the Operational Site Supervisor.

To support Groundworkers and Employment Academy participants as required – providing on the job guidance and direction.

### 3. DIMENSIONS Scale & Diversity

Work is based at any property or location in the ownership or responsibility of Creating Enterprise as directed by line manager.

Accountable for the upkeep of their vehicle and any equipment, tools or materials issued, within your control.



#### 4. MAIN ACCOUNTABILITIES

To act as the first point of contact for operational matters on site for the Groundworks team, escalating matters when required to the Operational Site Supervisor.

To carry out the full range of semi-skilled / groundwork labouring tasks at any property under the responsibility of Creating Enterprise to the relevant quality standard, ensuring work is carried out within agreed targets and timescales, for example erecting fencing, laying new paths and manual handling, footing ladders, removing waste or rubble from sites.

To make sure all works on site are carried out within agreed targets and timescales to programmes issued by the Operational Site Supervisor.

To supervise the activities of groundworkers and assistants on site, providing occasional operational updates to the team and ensuring all relevant PPE is always worn by workers and visitors.

To complete first line employee paperwork, e.g. Return to Work forms for straight-forward, short term absences, referring more complex cases or policy escalations to Operational Site Supervisor.

Using own initiative to forward plan, prioritise and arrange materials via the Operational Site Supervisor to ensure satisfactory completion of planned works schemes and maintain expected progress.

Ensuring Health & Safety compliance on site always, for example, contributing to and championing Safe Systems of Work, Method Statements and Risk Assessments. All changes to be reported to and approved by the Site Supervisor.

To support the team to ensure they adhere to technical specification and quality of works on site resulting in zero defects at handover.

To ensure all operatives (and visitors) report into site and sign out at the end of each working day. Collate weekly timesheets in readiness for Site Supervisor to submit by the deadlines required.

To report any operational issues that may affect the supply of materials or progress of works on site in order for works to run in conjunction with the planned works programme.

To undertake equipment checks in line with the requirements set out in the health & safety plan and maintain appropriate related records and supporting the rest of the team to do the same.

To ensure work is carried out safely (with materials, work area and waste managed safely) and all properties are left clean and tidy for the customer.

To complete job sheets and schedules as required following set procedures.

To drive in a professional and courteous manner adhering to all road traffic regulations in relation to driving, parking and loading.

To ensure that vehicles are kept in a roadworthy and clean condition at all times and complete



daily/weekly safety checks, reporting any faults to Operational Site Supervisor.

To display a friendly, flexible, helpful and courteous attitude to colleagues, tenants and the general public, and encourage other team members to do the same.

To work safely at all times, following Risk Assessments, Method Statements (for example using correct PPE and appropriate access equipment when working at height etc) and raising any safety concerns immediately to the appropriate manager.

To attend and participate in monthly team and site meetings.

To liaise with tenants, management and other trades in order to deliver a commercially viable, customer focused building maintenance service that delivers high quality whilst demonstrating value for money.

Work in any operational team as directed.

Competently use a handheld device, on a daily basis, to receive and complete jobs where required.

## 5. CORPORATE ACCOUNTABILITIES

To actively support the overall delivery of Creating Enterprise's objectives to provide an excellent, innovative and truly customer focused service.

As a representative of Creating Enterprise, to, promote and maintain a positive attitude and image at all times.

To positively promote Creating Enterprise's values; constructively challenging traditional ways of working, contrary behaviour or comments.

To ensure feedback is actively sought in order to inform service improvement for customers and develop more efficient and effective ways of working.

To ensure compliance with Creating Enterprise's Standing Orders, policies and procedures.

To support the development, review and implementation of policies and procedures, in particular of:

- Health, safety and welfare initiatives
- Creating Enterprises' principles on Equality and Diversity
- Risk management initiatives
- Performance management practices

To utilise ICT technology and systems effectively by developing appropriate skills, adopting efficient business processes, and maintaining data securely and accurately.

To work collaboratively where required.

## 6. WORK CONTEXT (environment, type of equipment)

Work is very physical, requiring regular lifting and carrying. Work also requires the operation of hand, power tools and general plant. Required to regularly work in dirty properties occasionally handling hazardous materials, i.e. sharps (where Health & Safety permits).



The role is site based and there is a daily requirement to travel locally. Work carried out on-site in all weathers.

## 7. AUTONOMY AND DECISION-MAKING (limits and freedoms)

All decisions are made within very clear guidance of the line manager. Approval required from line manager to deviate from instructions.

## 8. COMMUNICATIONS (the main communications that take place, frequency, purpose and method)

<b>INTERNAL</b>	<b>Operational Site Supervisor, Site Manager, Commercial Manager</b> – Daily progress reporting and raising any on-site issues that require management involvement.
<b>EXTERNAL</b>	<b>Tenants</b> – Keeping tenant informed of daily work activity and progress.

## 9. AREAS OF COMPLEXITY (what provides most stretch)

Time restrictions to carry out daily list of activities.

## 10. AGREEMENT

Job Holders' Signature:

Date

:

Line Managers'  
Signature:

Date

:



Person Specification  
LEAD GROUNDWORKER

KNOWLEDGE AND EXPERIENCE	Essential / Desirable	How this will be assessed
Good knowledge of Health & Safety practices on a groundwork's site	Essential	Application/ Interview
Previous site supervision experience (fencing, pathways, waste removal, concreting etc)	Highly Desirable	Application/ Interview
Construction Skills Certification Scheme (CSCS) Card	Highly Desirable	Verification
Certificate in Manual Handling	Highly Desirable	Verification
Previous experience of commercial or large-scale fencing and concreting	Essential	Application/Interview
Previous experience of contributing to Health and Safety related documents (for example Risk Assessments and Method Statements)	Highly Desirable	Application/Interview
Ability to work flexibly	Essential	Application/Interview
Ability to use initiative and take responsibility	Essential	Application/Interview
Ability to meet deadlines and work to tight schedules	Essential	Application/Interview
SKILLS		
<b>Do the right thing</b>	Essential	Interview
<b>Commit to quality</b>	Essential	Interview
<b>Be Innovative</b>	Essential	Interview

Creating Enterprise are committed to Equality and Diversity in our activities

\* Where disability precludes, this will be reviewed with candidates at interview stage to ascertain if there are any reasonable adjustments that can be made to this requirement.



