

JOB DESCRIPTION

POST: Parks Team Leader	POST NO: NHS547
DIVISION: Community Services – Neighbourhood Services	
SCALE: E / F	
ANY SPECIAL CONDITIONS: Career Grade: Scale E - Postholder able to carry out the majority of all duties of the post, but requiring additional training, supervision and/or experience. Scale F - Postholder able to carry out full duties of the post with minimal supervision. Progression to Scale F is at the discretion of the Parks & Conservation Manager having regard to the competence of the postholder and the availability of work at the appropriate level. Working Hours: 52 weeks at 37 hours – Normal working days are Tuesday to Saturday[SB1] or Sunday to Thursday, start and finish times depending on local demand starting 7.00am during summer hours and starting 07.30am during winter hours and participation in the park lock up schedule. Some work may be required on Bank Holidays, please see Local Pay Agreement for remuneration. Post holder required to maintain a current full driving licence (category B) and required to wear a uniform. Satisfactory clearance of a Basic Disclosure and Barring (DBS) check will be a condition of employment.	
RESPONSIBLE TO: Parks & Conservation Manager	
RESPONSIBLE FOR (POSTS): Supporting the Parks & Conservation Manager with the day to day supervision and leadership of the Parks Maintenance Team plus gardening group and volunteers.	
MAIN PURPOSE OF POST: Providing a customer focused and efficient maintenance service that delivers a safe, clean and well maintained parks . On a day to day basis - Support and lead the parks team by planning and organising the work seasonally, listening and acting on feedback, ensuring the team are working in a safe manner. Recognise team members that have gone the extra mile and reporting more serious issues connected with performance to the Parks & Conservation Manager.	
SPECIFIC DUTIES OF POST: (a) To be responsible for Park maintenance, at Tilgate, Goffs and Broadfield parks, tasks such as: <ul style="list-style-type: none">• Task management and briefing the team as required• Input into the work plans for the gardening groups and volunteers• Grass cutting, strimming and edging• Hoeing and weeding• Weed spraying (if qualified to PA1 and PA6a), tree stump poisoning and treatment of Japanese Knotweed.	

- Hedge trimming, shrub pruning and tree lifting
- Chipping prunings (if trained to use equipment)
- Watering, planting shrubs and seasonal displays, trees and bulbs
- Leaf clearance, sweeping, emptying bins and litter picking
- Cleaning hard surfacing of dirt and detritus
- Removing Fly Posters, Supermarket Trolleys, Dog Mess and Dead Animals
- Clearing fly tipping (Large items removed by specialist team)
- Cleaning, maintaining and simple repairs to signs fences and street furniture etc.
- Checking and, if required, cleaning toilets and wash hand basins
- Maintaining waterways
- Cleaning graffiti
- Snow clearance and gritting
- Supporting events, setting up, clearing up and generally assisting
- Reporting any issues that you can't deal with yourself.
- Securing buildings gates and bollards
- Purchasing of fuel for the site in accordance with the fuel card process.
- Ensuring site inspections are undertaken and issues acted upon promptly
- Liaise with and agree support from internal support teams such as the Mechanical Sweepers, Tractor and Small Works team, ensuring the Parks receives the right support at the right time.
- Liaison with contractors on site.
- Co-ordinate the ordering of PPE, Uniform and park materials in agreement with the Parks & Conservation Manager.

(b) Able to operate/ use all related vehicles mechanical equipment and tools such as:

- Transit sized vehicles or equivalent (including towing (if qualified) and tipping)
- Ride-on mower (if qualified)
- Knapsack Sprayer (if qualified)
- Mechanical blowers
- Strimmers
- Hedge cutters
- Pedestrian mowers and edger
- Chippers
- Chainsaws (If qualified)
- Weed Ripper
- Hand tools (Spade Fork Rake Hoe Broom Shovel Pruning Knives and Saws etc.)

(c)

Customer care:

- Regularly consult visitors and partners on park issues.
- Listen to feedback from visitors and partners and act upon this if you can, or pass on if you can't.
- Make changes to the service based on visitor feedback through surveys.
- Resolve complaints efficiently and always let the customer know what's going on.
- Represent Neighbourhood Services and CBC at local events such as forums and community volunteering events

(d)

Personal Commitment and Leadership:

- Be helpful to work colleagues within Community Services and other staff who work for CBC. Share resources and equipment as priorities require. Be prepared to work elsewhere, at a similar skill level, within Neighbourhood Services, if required.
- Lead by example – a positive role model who 'walks the talk'. Wear your uniform with pride.
- Ensure that all members of the team are working in a safe manner, wearing the correct Uniform/PPE
- Participate in team discussions,. Maintain positive working relationships by supporting open and honest discussions and helping to resolve any conflicts within the team.
- With the Park & Conservation Managers support....
 - Challenge actions that undermine good team working, morale, relationships,

- productivity and great customer care.
 - Investigate accidents, incidents and damage to machinery and vehicles
 - Ensure that individuals/team are suitably recognised/rewarded if they 'go the extra mile'
- Identify where the park maintenance service can be improved and waste reduced.
- Plan work seasonally and in advance, include the team and the Park & Conservation Manager.
- Ensure that all required paperwork is completed fully and is on time e.g. Vehicle checks, Accident forms, workplace Health and Safety inspections.
- Respond/send emails as appropriate.
- Keep the Park & Conservation Manager informed with information on your area of work.
- Look after all equipment, machinery, tools and vehicles that you are responsible for. Investigate damage and take appropriate actions. Keep your vehicle clean and tidy and check it daily.

Safety, Policy and Procedure

(e)

- Work in a safe manner according to the Risk Assessment
- Understand the Council's policy and procedures for health and safety, Equalities Statement and the Environmental Policy.
- Share the council's commitment to safeguarding and promoting the welfare of children, young people and adults at risk as outlined in the Council's Safeguarding Policy e.g. Assist finding lost Children
- Report any accidents, racial incidents or dangerous occurrences.
- Tell the Park Manager if you see something that is, or could, be a danger.
- Make sure you have been properly trained on equipment and machinery before you use it.
- Wear your uniform, safety clothes and Personal Protective Equipment (PPE) and protect your skin from the sun.
- If you are working on your own, make sure that the Park & Conservation Manager knows where you are at all times.

(f)

To carry out such other duties as the Head of Service may from time to time reasonably require.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

AMENDMENT DATE: SB Feb 2026

POSTHOLDER'S SIGNATURE:

CANDIDATE SPECIFICATION

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CHARACTERISTICS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<p>SKILLS/ABILITIES (Specific skills and abilities required to undertake the duties)</p>	<ul style="list-style-type: none"> • A range of horticultural and grounds maintenance skills • Ability to operate a range of grounds maintenance machinery • Ability to drive tow and operate transit sized vehicles and use ride-on mowers • Customer care skills • able to lead small numbers of staff • Good time management, work planning and organisational skills • Good communication skills, both verbally and written. • Basic repair skills Plumbing/Carpentry • IT Skills (Microsoft Packages) • Ability to undertake physical tasks • Ability to work as part of a team and able to proactively resolve any issues or conflict within the team 	<ul style="list-style-type: none"> • Proven ability to deputise for line-manager as and when required
<p>KNOWLEDGE (Particular knowledge which will be necessary to perform the work effectively e.g. of specific legislation or regulations)</p>	<ul style="list-style-type: none"> • Practical knowledge of how to improve processes and procedures to increase efficiency • A range of horticultural/grounds maintenance knowledge • Knowledge of conservation practices in parks and open spaces • Knowledge of how to use a range of horticultural/grounds maintenance vehicles equipment tools and machinery • Knowledge of Health and Safety with regards to events • Knowledge of how to lead and motivate, staff • Health and Safety at Work • Equal opportunities knowledge 	
<p>QUALIFICATION AND TRAINING</p> <p>VERIFICATION WILL BE REQUIRED</p>	<ul style="list-style-type: none"> • CSE/ NVQ English and Maths, or equivalent ability • Health and Safety at work • Current full driving licence • NPTC or equivalent Ride-on mowing • Pesticide application(qualified to PA1 and PA6a) • Staff leadership training/ qualification and/or proven ability. 	<ul style="list-style-type: none"> • Horticultural/grounds maintenance training /qualification • Managing Health and Safety in the Workplace
<p>EXPERIENCE (Level and type of previous experience)</p>	<ul style="list-style-type: none"> • Horticultural/grounds maintenance experience • Experience of using a range of Horticultural/grounds maintenance machinery tools and equipment including ride-on mowers and operating transit sized vehicles • Staff leadership experience • Dealing effectively with customers and 	

	complaints <ul style="list-style-type: none"> • Basic repairs plumbing/carpentry • Leading volunteer/community groups 	
QUALITIES (Particular qualities necessary to carry out the works e.g. ability to work co-operatively in a team, use own initiative)	<ul style="list-style-type: none"> • Customer friendly and committed to making the Park 'Clean Safe and Well Maintained'. • Ability to role model appropriate behaviours and standards to colleagues • Set and obtains high standards in self and others • Positive attitude to working for CBC • Customer/visitor focused and friendly • Willing and able to contribute and support activities that are not directly part of the post holders responsibilities. • Proactively resolves/addresses issues and conflict within the team • Enthusiastic and self-motivated • Forward thinking and proactive • Confident and resourceful • Well organised and punctual • Flexible, honest and reliable • Decisive and accountable • Team player 	
SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform)	<ul style="list-style-type: none"> • Regular weekend working • Some evening, weekend and Bank Holiday working as part of the normal conditions of service 	