

**TRURO CITY COUNCIL
JOB DESCRIPTION**

SECTION: Parks and Amenities Department

JOB TITLE: Contracts Foreman

GRADE: Grade G £19,446

RESPONSIBLE TO: Parks and Amenities Manager

SUPERVISORY/RESPONSIBILITY: On occasion you shall also have responsibility for trainees/apprentices. The staff levels shall increase as the role develops.

IMPORTANT FUNCTIONAL RELATIONSHIPS: Parks and Amenities Manager and Deputy
Town Centre Supervisors
Nursery Supervisors
Other members of staff
General public

MAIN PURPOSE OF JOB: To run a small team of staff and tender for contracts small and large scale within the city boundaries and beyond

MAIN DUTIES AND RESPONSIBILITIES:

1. Direct day to day management and supervision of members of staff
2. Direct responsibility in the for a small team for the development of contracts
3. Responsible for the planning and management of work programming
4. To manage the staff's duties in line with the work planning requirements
5. Issuing day to day instructions and monitoring work progress and timekeeping
6. Driving various vehicles (including trailers, mowers) and tractor work
7. To be responsible for site security, first aid, and health and safety
8. To ensure the safe usage and storage of chemicals, insecticides, fungicides, herbicides
9. To carry out tree work and use of chain saws
10. To carry out the design, bedding out, maintenance of flower beds, shrubs and herbaceous borders
11. To carry out mowing using rotary and cylinder mower
12. To carry out hoeing, weeding, strimming, hedge trimming, edging off, cleaning shrubberies
13. To carry out Watering
14. To carry out digging, forking, raking, levelling
15. To carry out grass maintenance, fertilising, aerating/scarifying/seeding/turfing/fine turf areas
16. Drainage of open spaces if required through land drain or aeration
17. Construction of horticultural features hard and soft landscaping
18. Maintenance of water features
19. Maintenance of herbaceous shrub borders and rockery features

20. Use of hand tools and machinery to safety standards
21. To ensure the appropriate stock levels, checking out orders and deliveries
22. Training of staff including apprentices
23. Undertake training as required
24. Attendance at Supervisors meetings
25. Carry out staff appraisals
26. To be responsible for efficient and effective machinery repairs
27. Other appropriate tasks, as requested by management
28. The post holder is responsible for his/her own self-development on a continuous basis and attend training when necessary
29. Undertake training as required
30. The post holder must at all times carry out his/her duties with due regard to the City Council's Equal Opportunities Policy and the Health and Safety Legislation

Prepared by: Parks and Amenities Manager, Truro City Council

Date: January 2019