

Job Description

Job title	Grounds Maintenance Supervisor	Date: 9 Jun 25
Reports to (title)	Operations Manager	
Contract/Department	BAE Systems Subs	Revision: 1
Location	Barrow in Furness	

Job purpose

Describe the overall purpose of the job in two or three sentences.

To support the Ops Manager to provide professional and effective ground maintenance contract support across the BAE Systems estate in Barrow-in-Furness. Lead a small team of grounds maintenance operatives to deliver the grounds maintenance regime.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Responsible for planning and coordinating all grounds maintenance activities to ensure agreed standards are maintained
- Ensuring all tasks are completed safely
- Manage all associated grounds maintenance documentation ensuring they meet requirements
- Recognise seasonal requirements and plan activities accordingly
- Complete checks/audits and submit to Ops Manager
- Complete monthly reporting
- Produce routine plan in advance
- Manage all H&S aspects including subcontractor control
- Control weeds and organise spraying
- Manage subcontractors for street sweeping
- Communicate shortfalls due to weather
- Ensure minimal disruption to customers
- Management of reactive jobs
- Act upon reasonable requests from management
- Flexible working as required

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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Four grounds maintenance operatives
- Management of equipment, tools, materials, vehicles

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- IOSH Managing Safely
- Emergency First Aid at Work
- Pesticides Training
- COSHH awareness
- Previous grounds maintenance management experience
- Full Driving licence
- Experience operating grounds equipment
- Customer service experience
- Well organized, good IT skills
- Smart, presentable, positive attitude
- Good communication skills
- Willing to undertake further training

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Must attain and maintain BPSS clearance

Line Manager Signature	
Print Name	

Job Description

Date	
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Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	