

Position Description

POSITION TITLE:	Senior Supervisor – Landscape Maintenance
DEPARTMENT:	GreenInc. Social Enterprises
RESPONSIBLE TO:	Operations Manager - Maintenance
DIRECT REPORTS:	Maintenance staff
LOCATION:	Mount Barker and surrounding areas
<input checked="" type="checkbox"/> National Police Check	<input checked="" type="checkbox"/> White Card
<input checked="" type="checkbox"/> Driver’s Licence	<input checked="" type="checkbox"/> Medical

With a focus on the creation of ‘Green Spaces’, GreenInc offers services in Landscape Construction & Maintenance including establishing green environments, irrigation, planting, paving, construction, turf laying, street furniture, walkways, play spaces, decking, earthworks, excavation and retaining walls.

GreenInc is part of the Bedford Group, which grew out of Bedford's APG (Adelaide Property and Gardens) to provide a range of commercial landscape services and to provide a pathway to open employment for people with disability.

POSITION SUMMARY

Reporting to the Operations Manager, the Senior Supervisor is responsible for the supervision, technical support and ongoing development of the landscape maintenance team working across numerous landscape contracts, servicing various government and major commercial clients.

In this role you will be required to oversee completed landscape projects during the defect period and other maintenance contracts, ensuring that our clients’ needs, and requirements are met.

KEY RESPONSIBILITIES

- Lead, mentor, develop, support and supervise the performance of the GreenInc maintenance staff
- Responsible for supervising and overseeing quality output as per contract schedules on commercial landscape projects
- Implement plans and schedules as per direction from the Operations Manager
- Ensure that planned work is completed on schedule and on budget
- Maintain and build new relationships with a broad range of internal and external stakeholders
- Responsible for ensuring daily/weekly maintenance checks on tools, equipment and machinery are conducted and documented
- Report any faults or breakdowns to the Operations Manager
- Monitor and control stock levels, including ordering
- Complete reports and administration requirements as requested
- Attend and contribute to team and operations meetings as required
- Ensure that safety and quality procedures are developed and regularly reviewed

- Engage in safety and quality reviews, audits, and other activities stop any unsafe work
- Provide safety and quality information/instruction/training/supervision
- Maintain and file required safety and quality records/paperwork
- Ensure resources and processes are available to minimize safety risks
- Ensure all incidents or near misses and injuries are reported and
- Other duties as per requested by the Operations Manager

ABOUT YOU

Skills and Experience

- Strong management, financial and communication/customer service skills (written and verbal)
- Well-developed knowledge/experience of landscaping and/or civil construction industry
- Previous experience, 3 to 5 years, supervising teams and in training and professional development
- Competent in Microsoft Word, Excel, and project programs
- Excellent time management skills with the ability to meet and manage deadlines
- A positive and empathic attitude towards people with disability
- Awareness of relevant safety and environmental legislation and quality principles
- Sound knowledge of the key elements of safety and quality management systems and their potential implications for the incumbent's area of control
- Understanding of financial management and budgeting issues

Qualifications, Licences and Clearances

- Certificate III in Horticulture, Landscape Construction or similar or significant relevant experience
- Current Driver's Licence
- Work zone traffic management (desirable)
- Chem Cert qualification (desirable)
- Current White Card
- National Police Clearance

CORPORATE RESPONSIBILITIES

All staff are required to work in accordance with safety laws and any other legislation, standards and similar that is relevant to their role, and:

- behave in a manner that is consistent with mission, vision, and values of the business
- comply with policies and procedures as amended from time to time, including the Code of Conduct
- participate in performance develop process as required and
- participate in mandatory training as relevant to your role, and as required.

GENERAL

GreenInc is part of the Bedford Group; further information about Bedford may be found [here](#).

This position description serves to illustrate the scope of the role and is not intended to be an exhaustive list of day-to-day duties. You will be expected to perform other job-related tasks as directed by the business and as required to deliver within the role as the business and role evolves over time.

ACKNOWLEDGEMENT

I certify that I have read and understand the duties, responsibilities, and obligations of my position.

I _____ { INSERT NAME }, hereby acknowledge and understand the scope of the role, including the primary features and responsibilities of the position.

Signed _____

Date _____