



## JOB DESCRIPTION

<b>Job title</b>	Exterior Team Leader		
<b>Hours</b>	40.87	<b>Days</b>	Mon-Fri
<b>Department</b>	Exterior	<b>Location</b>	Lanark
<b>Reporting to</b>	Operations Manager		
<b>Experience required</b>	3-5 years exterior landscaping experience		
<b>Essential qualifications</b>	Full driving license PA1 and PA6 certification		

### **Purpose and objectives of the role**

To supervise a team and deliver exterior landscaping services to commercial customers throughout Scotland.

### **Main duties and responsibilities**

- As the senior person in the team, the team leader is responsible for directing the work of the team, issuing and supervising tasks to ensure delivery of the exterior landscaping services as required.
- To ensure that all employees under their control has the necessary training and instruction on the tasks required before commencing works and to ensure that they understand their health and safety responsibilities.
- To ensure safe starts are conducted before commencing operations.
- Report any defects in machinery or equipment and that it is taken out of use immediately.
- Ensuring you and the team comply with Company health and safety procedures.
- To ensure that the relevant safe operating procedures, risk assessments, COSHH assessments and work instructions are made known to team members.
- To conduct point of work risk assessments where required.
- Ensure the team have all the appropriate PPE.



- Completion of site record cards, i-pads and all relevant company documentation relating to site visits.
- Ensure regular maintenance of equipment and vehicles are carried out.
- Identify, report and handle any breaches of health and safety.
- Perform all aspects of exterior landscaping including: weeding, pruning, planting shrubs and bedding, hedge trimming, grasscutting with pedestrian and ride-on lawnmower, strimming, litter picking, planting window boxes and hanging baskets, chainsaw maintenance works (if certification gained), spraying and all relevant documentation in accordance with current legislation.
- Gritting and snow clearing (manually and machinery) in winter months. This will involve being on standby and working shifts.
- Deliver and install Christmas trees during the Christmas period.
- Assist with Interior operations as and when required.
- Flexibility in working with other departments
- Driving company vehicle and adhering to the Vehicle Policy.
- Conduct daily vehicle checks.
- Liaise with site contractors, customers and managers
- Measuring on sites when required
- Installations
- Maintenance and safe use of machinery
- Able to work overtime which includes weekend work
- To take on responsibility for problems arising on site
- Lead generation
- Act in an appropriate manner at all times as per the “GP Way”.



- Ensure that all paperwork including weekly timesheets is handed in on time and are accurate.
- To conduct and participate in training.
- Attend regular Company communication sessions.
- Completion of HR documentation as and when required i.e. holiday forms, absence forms, policy statements etc.
- Any other duties reasonably requested.