

**BRIDGNORTH TOWN COUNCIL
JOB DESCRIPTION
DIRECT LABOUR FORCE SUPERVISOR**

Job Title: Direct Labour Force (DLF) Supervisor.

Responsible to: Outdoors and Properties Manager.

Salary scale: SCP 22 £21,074 per annum

Hours of Work: Monday to Thursday 7.30 a.m. – 4.00 p.m. and Friday 7.30 a.m. – 3.30 p.m. with some evening and weekend work (for which overtime will be paid - agreed with line manager).

Place of Work: Cemetery grounds and open spaces, outdoors and cemetery office.

The DLF Supervisors role is to oversee, facilitate, monitor and coordinate the DLF and is responsible for the areas laid out below.

Post Holders Responsibilities:

Administrative Duties

1. To ensure that all DLF staff are suitably trained and in date to conduct specific tasks and to highlight any deficiencies in training to the Outdoors and Properties Manager.
2. To check and ensure accurate completion of timesheets.
3. To monitor and maintain the accident book and to report any RIDOR reportable incidents, or near misses to the Outdoors and Properties Manager for action.
4. To monitor overtime to ensure equal opportunities for all DLF staff.
5. To monitor TOIL and annual leave to ensure sufficient DLF staff cover at all times.
6. To monitor the welfare and well-being of the DLF staff and to report any concerns through the Outdoors and Properties Manager or directly to the Town Clerk.
7. To monitor and maintain good time keeping.

Cemetery

1. To be familiar with cemetery management.
2. Ensure grave plots are excavated to the required size in accordance with Health and Safety Legislation and Council procedures.
3. Ensure grave plots are prepared in good time for funerals and filled in immediately afterwards.
4. To check grave plots in accordance with statutory procedure and that the correct paperwork is received.

Health and Safety

1. The post holder must take reasonable care of health and safety of themselves and any other persons who may be affected by their work.
2. To supervise the Health and Safety in the cemetery and other open spaces projects within the town.
3. To be responsible for carrying out risk assessments for work and activities performed in the cemetery and other open spaces projects within the town

4. To seek advice on Health and Safety matters from the Outdoors and Properties Manager where necessary.
5. To co-operate with the Town Council to help ensure that all statutory provisions and regulations are complied with, including the Health & safety (Display Screens Equipment) Regulations 1992.

Outdoors

1. To effectively supervise and manage the outdoors facilities and deliver the service Within agreed targets
2. To implement best practice in outdoor management and supervise the DLF to implement this as directed by the Outdoors and Properties Manager.
3. To have a working knowledge of contracts and contractor management regarding the cemetery and open spaces and to supervise ongoing projects as directed by the Outdoors and Properties Manager.
4. To line manage the DLF and manage the day to day work carried out within the service delivery and management plans of the Town Council under the direction of and in partnership with the Outdoors and Properties Manager.
5. Ensure that all employees, contractors and official visitors to Council work sites wear the correct safety equipment as required under Health and Safety Legislation and Council procedures.
6. To ensure that Normal Operating Procedures are complied with and to report any breaches of those procedures.
7. To report progress on all activities to the Outdoors and Properties Manager on a weekly basis.
8. To ensure a safe working practice on Highways and Highway Verges.
9. To ensure a safe working practice while working on the riverside

Office, Canteen and Toilet Block

1. To ensure that the daily maintenance, security and cleanliness of this area is maintained to a high standard.
2. To ensure that only welfare and office equipment is stored in this area and all other equipment is stored in the appropriate place.
3. To ensure that all emails, memo's, mail and directives are actioned and replied to at the earliest opportunity.
4. To ensure that the notice boards are kept up to date and that all out of date material is removed.

Purchase Orders

1. To check all orders for materials and equipment are accurate and necessary before submitting orders for processing.
2. To be accountable for taking receipt and correct distribution of those purchases.

Property Maintenance

1. To have a general understanding of buildings maintenance and repairs.
2. To line manage the maintenance team and monitor their day to day work.

Top Chapel, Workshop and Store

1. To ensure that the daily maintenance, security and cleanliness of these buildings are maintained to a high standard.

2. Ensure that accurate records of all stores are maintained and that stock rotation is in place.

Vehicles, Equipment and Compound

1. To ensure that all equipment and vehicles are maintained to a high standard and ensuring that MOT's and regular servicing is undertaken.
2. Ensure that all vehicles are checked for fuel, water and oil on a daily basis.
3. Ensure that specialist equipment and safety equipment records are regularly and accurately maintained.
4. To ensure that the daily maintenance, security and cleanliness of this area is maintained to a high standard.

Other Duties

1. To continually promote high standards of service within designated areas of responsibility.
2. To deputise for the Outdoors and Properties Manager when required to do so.
3. To attend where necessary Town Council civic and community events and committee meetings during evening and weekends for which compensatory time off will be given within the exigencies of the job.
4. The post holder will undertake any other duties as required which are applicable to the grading/nature of the post and which do not change the general character of the duties or level of responsibility entailed.
5. The post holder will undertake courses and attend conferences as required.

Other Policies

1. The post holder must agree to work within the remit of all adopted Bridgnorth Town Council policies.