

## GMA Generic Job Descriptions (Appendix 4)

This document includes a summary of Generic Job Descriptions that coincide with roles and levels within the grounds management sector, or alike. These are simply suggestions based on most common profiles – each role and responsibility will be unique to each employer.

***It is important for an employer to determine which features of the Job Profile are essential criteria and which are Desirable criteria to best meet their specific requirements. This can help to ensure the recruitment process attracts the widest possible range of applicants.***

With each generic job description / role there will be an element of flexibility, and other skills and knowledge may be either essential or desirable dependent on variable factors. Examples of other skills and knowledge to add may include the likes of the application of pesticides, the management of trees and woodlands and other such related topics.

The job specifications will be fully reviewed and relaunched alongside the GMA's Pitch Grading Framework in 2021.

### Grounds Manager – Private Sector Area or Grounds Maintenance Manager – Private Sector

Reports to: (typical job titles)	
Club Secretary	Stadium Manager
Bursar	Sports Facility Manager
Head of School	Head of Environmental Services
Director of Sports	Estates Manager

  

Job Purpose
<p>Has the overall responsibility for the function to deliver first class results usually as a member of the senior management team. Carries the responsibility for the production, maintenance and coordination of playing surfaces, sports or other recreational facilities to the highest quality standards.</p> <p>This position will be responsible for the total recreational experience along with the cost effective and sustainable delivery of services with all the attendant time, financial, compliance and end user satisfaction pressures. Job emphasis is on planning, monitoring and evaluating work or development projects of some functional complexity.</p>

  

Job Responsibilities
<ol style="list-style-type: none"> <li>1. Maintain and manage all grounds activities to consistently achieve the recognised standards and availability. Ensure end users have the best possible customer experience.</li> <li>2. Ensure the efficient maintenance and availability of all physical resources:               <ol style="list-style-type: none"> <li>a. Playing surface or landscape. Oversee any construction activities.</li> <li>b. Property or structures within the total amenity area.</li> <li>c. Equipment and materials (machinery is of particular importance)</li> </ol> </li> <li>3. Provide a service that is managed sustainably and provides long term solutions</li> <li>4. Recommend and guide the employing organisation's senior management and its end users on the best use of facilities. If it is within the jobholder's authority, to make 'play and no play' decisions. Supervise the sporting programme of activities.</li> </ol>

5. Determine user needs and actively promote the organisation's services and facilities whenever possible, including consultation with groups or individuals. Take a lead approach in the communication activity or the facilitation of meetings with related interest groups or recognised local public bodies.
6. Seek to improve and innovate more efficient environmentally and sustainable ways of working and utilising the facilities.
7. Prepare, gain approval, manage and monitor a grounds management budget. Undertake cost benefit analysis and cash flow forecasting. Budget will cover labour resources, grounds maintenance materials, external contractors, machinery maintenance, purchase of new equipment, and capital works.
8. Co-ordinate the negotiation, purchase, storage and control of all consumable materials, equipment and services in a cost effective and sustainable manner. Ensure the availability of supplies.
9. Maintain a management information and reporting system related to equipment, materials and manpower. In the Public Sector, emphasis will be on submitting estimates for grounds management services; competing successfully against contractors and providing systems to ensure contract specifications and value principles are met.
10. Receive senior manager/executive direction on generic objectives. Work thereafter is reviewed only for adherence to policy and general effectiveness.
11. Maintain awareness of industry developments and propose how these will impact the organisation.
12. Maintain a thorough knowledge of all relevant National and Local current legislation i.e., Health and Safety, first aid, COSHH, environmental management and employment to ensure compliance. Conduct regular risk assessment programmes.
13. Recruit, train and develop all subordinate staff including succession planning. Lead and motivate staff to encourage and obtain maximum commitment and efficient services at all times.
14. Communicate and motivate staff to achieve work schedules and objectives, supervise contract staff. Conduct performance reviews on employees and encourage continuing professional development.

#### Job Dimensions

Total head count supervised: Typically, 10 – 50 employees.

Budget responsibility in the range of £250,000 to £500,000, comprises both expenses and wages.

#### Job Profile (relevant qualifications and experience to do the job competently)

- A minimum Level 4 or 5+ qualification in a relevant field of study – this could be a FdSc / BSc or another qualification such as the GMA Level 4 Professional Certificate in Turf Surface Management and progressive Level 5 qualifications
- A suggested minimum of 7 to 10 years related experience.
- A detailed understanding of the relevant Health & Safety Regulations, Environmental Management and Employment legislation with suggested formal training.
- Formal management training with proven management experience.
- Fundamental budget planning and control skills.
- Excellent communications and interpersonal skills.
- A valid driving licence.
- A willingness to engage in Continual Professional Development on an annual basis.

**GMA membership recommended**

**Reviewed: Dec 2021**

## Head Grounds Person

Reports to: (typical job titles)	
Club Secretary	Stadium Manager
Bursar	Sports Facility Manager
Head of School	Director of Sports
Estates Manager	Grounds Manager
Grounds Maintenance Manager	

  

Job Purpose
Under general direction from their line manager, maintain and supervise the day-to-day running and use of the sports complex. Uses functional expertise to resolve routine problems and is accountable for the preparation, maintenance and presentation of the recreational environment.

  

Job Responsibilities
<ol style="list-style-type: none"> <li>1. Responsible for the preparation and maintenance of sports and amenity surfaces for the end user. Prepare, implement and monitor weekly, monthly and annual maintenance programmes to ensure the required standard of surface presentation.</li> <li>2. Provide a service that is managed sustainably and provides long term solutions</li> <li>3. Work is assigned to the jobholder in terms of general objectives and priorities with guidance being sought on policy or areas of difficulty.</li> <li>4. Supervise sporting programmes e.g., timetables for surfaces, changing room allocations and car park control.</li> <li>5. Estimate resources required for work projects. Schedule and allocate activities to the work group. Maintain a budget overview of operational and capital expenditures to maximise cost efficiency.</li> <li>6. Be fully knowledgeable of the Health and Safety regulations in the area of responsibility. Possess a thorough understanding of legislation relating to chemicals and dangerous substances. Promote safe working practices at all times.</li> <li>7. Manage and check facilities, plant, buildings and equipment to ensure safe working practices and Health and Safety legislation compliance.</li> <li>8. Provide effective materials and machinery management to ensure all equipment is correctly stored, maintained and serviced.</li> <li>9. Conduct appropriate risk assessment, develop contingency plans and be able to respond to emergencies. Actively promote safe practices of self and others. Respond to emergencies by using emergency equipment and calling assistance.</li> <li>10. Support the efficient use of resources. Gather and record information to develop trend data and analyse past usage. Make recommendations for improving the best use of resources and playing surfaces.</li> <li>11. Supervise staff to ensure standards of work are maintained and tasks completed.</li> <li>12. Train, develop, and motivate staff to continuously develop their technical skills and user relations.</li> <li>13. Demonstrate consistently high communication skills with customers, suppliers and colleagues.</li> </ol>

  

Job Dimensions
Headcount supervised is typically 5-15 employees

Job Profile (relevant qualifications and experience to do the job competently)	
<ul style="list-style-type: none"> <li>• A suggested minimum Level 3+ qualification in a relevant field of study – this could be an NVQ, SVQ, or Work Placed Diploma / or full time Level 3 qualification or another qualification such as the Level 3 GMA Technical Diploma in Turf Surface Maintenance.</li> <li>• A suggested minimum of 5 years related experience.</li> <li>• Fundamental people management and communication skills training with proven supervisory experience.</li> <li>• Thorough understanding of relevant Health and Safety legislation</li> <li>• A valid driving licence.</li> <li>• A willingness to engage in Continual Professional Development on an annual basis.</li> </ul>	
<b>GMA membership recommended</b>	<b>Reviewed: December 2021</b>

### Deputy Head Grounds Person

Reports to: (typical job titles)
Head Grounds Person

Job Purpose
Enable the maintenance and development of amenities and playing surfaces. Use technical expertise and detailed operational expertise to ensure safe, consistent quality playing surfaces are available. Deputise in the absence of the Head Grounds Person.

Job Responsibilities
<ol style="list-style-type: none"> <li>1. Responsible for the preparation and maintenance of nominated sports and amenity surfaces for the end user. Prepare, implement and monitor weekly, monthly and annual maintenance programmes to ensure the required standard of surface presentation.</li> <li>2. Contribute to the estimating process for the resources required for work projects. Allocate activities to the work group and ensure the completion of tasks. Undertake and identify areas of work that require escalation and reporting.</li> <li>3. Have a developed awareness of Health and Safety regulations in the area of responsibility. Possess a sound understanding of legislation relating to chemicals and dangerous substances. Promote and by example ensure safe-working practices at all times.</li> <li>4. Ensure all equipment is correctly maintained and serviced. Support the efficient use of resources</li> <li>5. Conduct appropriate risk assessment, make recommendations and be able to respond to emergencies. Collect and record data on the playing surface environment.</li> <li>6. Train, develop, and motivate staff to continuously develop their technical skills and user relations. Supervise staff, especially trainees and apprentices to ensure standards of work and safety are achieved and maintained.</li> <li>7. Maintain high standard communication with customers.</li> </ol>

Job Profile (relevant qualifications and experience to do the job competently)
<ul style="list-style-type: none"> <li>• A suggested Level 3+ qualification in a relevant field of study – this could be an NVQ, SVQ, or Work Placed Diploma / or full time Level 3 qualification or another qualification such as the Level 3 GMA Technical Diploma in Turf Surface Maintenance.</li> <li>• A suggested minimum of 5 years related experience.</li> </ul>

<ul style="list-style-type: none"> <li>• Fundamental people management and communication skills training with proven supervisory experience.</li> <li>• Thorough understanding of relevant Health and Safety legislation</li> <li>• A willingness to engage in Continual Professional Development on an annual basis.</li> <li>• A valid driving licence.</li> </ul>	
<b>GMA membership recommended</b>	<b>Reviewed: December 2021</b>

### Grounds Person – Sole charge

<b>Reports to: (typical job titles)</b>
Manager of Facility

<b>Job Purpose</b>
Ensure the maintenance and development of the nominated amenities and playing surfaces. Responsible for the provision of playing surfaces which are safe and have a consistent quality. The position does not receive technical guidance from a line manager.

<b>Job Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Sole responsibility for the preparation and maintenance of nominated sports and amenity surfaces for the end user. Prepare, implement and monitor weekly, monthly and annual maintenance programmes to ensure the required standard of surface presentation.</li> <li>2. Contribute to the estimating process for the resources required for work projects.</li> <li>3. Identify and manage adequate budgets effeciently</li> <li>4. Allocate work if there is any temporary or contract labour to control and ensure the completion of tasks.</li> <li>5. Have a developed awareness of Health and Safety regulations in the area of responsibility. Possess a sound understanding of legislation relating to chemicals and dangerous substances. Ensure safe-working practices at all times.</li> <li>6. Ensure all equipment is correctly maintained and serviced. Support the efficient use of resources</li> <li>7. Conduct basic risk assessments, make recommendations and are able to respond to emergencies. Collect and record data on the playing surface environment.</li> <li>8. Maintain good communications with customers, end users, internal and external people/management.</li> <li>9. Have the ability to seek and source the relevant technical knowledge and understanding</li> </ol>

<b>Job Profile (relevant qualifications and experience to do the job competently)</b>	
<ul style="list-style-type: none"> <li>• A suggested minimum Level 2+ qualification in a relevant field of study – this could be an NVQ, SVQ, or Work Placed Diploma / or full time Level 2 qualification or another qualification such as the Level 2 GMA Technical Certificate in Turf Surface Maintenance.</li> <li>• <b><u>A willingness to work toward a higher-level qualification.</u></b></li> <li>• People management and communication skills training with a willingness to progress.</li> <li>• Clear understanding of the relevant Health and Safety legislation.</li> <li>• A valid driving licence.</li> <li>• A willingness to engage in Continual Professional Development on an annual basis.</li> </ul>	
<b>GMA membership recommended</b>	<b>Reviewed: December 2021</b>

**Grounds Person – Skilled  
Grounds Maintenance Operative – Public Sector**

<b>Reports to: (typical job titles)</b>	
Head Grounds Person	Deputy Head Grounds Person
<b>Job Purpose</b>	
Under supervision, maintain the playing surfaces and facilities to the required standard for the user.	
<b>Job Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Undertake routine preparation and maintenance work on a range of sports facilities and surfaces as detailed on work schedules or job tickets. Undertake all preparatory and cultivation work to maintain safe quality playing surfaces.</li> <li>2. Set up all sports pitches or amenity surfaces. Undertake minor construction and landscaping work under guidance. Follows standard procedures requiring knowledge of the functional area.</li> <li>3. Drive vehicles and equipment as required for grounds maintenance operations.</li> <li>4. Ensure vehicles and equipment used by self and work group are regularly maintained in accordance with routine operating requirements. Monitor the use of consumable items and spares and make arrangements for their replenishment.</li> <li>5. Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. Promote the Health and Safety of self and others. Respond to emergencies.</li> <li>6. Ensure subordinate staffs are adequately briefed on their duties, able to execute them in the correct manner and to complete the assigned workload. Establish and maintain effective working relationships with managers, colleagues and end users.</li> <li>7. Make recommendations to supervisor regarding improved work systems, labour and machinery utilisation.</li> <li>8. Maintain good communications with customers and end users.</li> </ol>	
<b>Job Profile (relevant qualifications and experience to do the job competently)</b>	
<ul style="list-style-type: none"> <li>• A suggested minimum Level 2+ qualification in a relevant field of study – this could be an NVQ, SVQ, or Work Placed Diploma / or full time Level 2 qualification or another qualification such as the Level 2 GMA Technical Certificate in Turf Surface Maintenance.</li> <li>• <b>A willingness to work toward a higher level qualification.</b></li> <li>• People management and communication skills training with a willingness to progress.</li> <li>• Clear understanding of the relevant Health and Safety legislation</li> <li>• A valid driving licence.</li> <li>• A willingness to engage in Continual Professional Development on an annual basis.</li> </ul>	
<b>GMA membership recommended</b>	<b>Reviewed: December 2021</b>

## Grounds Person/ Groundskeeper

<b>Reports to: (typical job titles)</b>	
Grounds Person – Skilled Team Leader	Deputy Head Grounds Person
<b>Job Purpose</b>	
Undertake grounds maintenance and landscaping duties to make sure that playing surfaces and or amenities are always in top condition.	
<b>Job Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Undertake routine grounds maintenance work of playing surfaces and landscape as detailed in work schedules, job tickets or as directed by a supervisor.</li> <li>2. The creation, marking out, setting up of playing surfaces. Look after the surrounding areas and carry out general duties.</li> <li>3. Ensure irrigation and drainage systems are maintained.</li> <li>4. The safe operation of equipment and machinery used in grounds maintenance such as hedge cutters, strimmers and ride-on mowers.</li> <li>5. Inform the supervisor or where appropriate, take corrective action on mechanical defects or breakdown of equipment.</li> <li>6. Maintain good communication with customers and end users.</li> </ol>	
<b>Job Profile (relevant qualifications and experience to do the job competently)</b>	
<ul style="list-style-type: none"> <li>• A suggested minimum Level 1+ qualification in a relevant field of study – this could be an NVQ, SVQ, or Work Placed Diploma / or full time Level 2 qualification or another qualification such as the Level 2 GMA Technical Certificate in Turf Surface Maintenance.</li> <li>• Or a willingness to work towards the above and gain further practical experience.</li> <li>• A willingness to engage in Continual Professional Development on an annual basis.</li> </ul>	
<b>GMA membership recommended</b>	<b>Reviewed: December 2021</b>