



Job Description

Title: Team Leader Little Jobs Service

Reporting to: Project Supervisor Susan Finnerty

Overall Responsibility:

To be responsible for the day-to-day supervision of the work carried out by the crews working on the Little Jobs Service. To report directly to the supervisor on any matters pertaining to the work of the project.

Location of the Position: Wexford Local Development's Little Jobs Services Offices, Ozanam House, Green Street, Wexford.

Location of Work: Throughout County Wexford at homes/sites of clients of the Little Jobs Service or as assigned by the Project Supervisor.

Main Duties and Responsibilities:

- To oversee the works carried out by the crews in each area in the homes of clients of the Little Jobs Service.
- To support and cover the work carried out by the crews during periods of annual or sick leave.
- To work with the project supervisor in planning and scheduling the planned works in client's homes and report to the project supervisor on the outputs of this work.
- To liaise with the staff and the various crews across the county to ensure that they carry out works in the clients' homes to a high standard.
- Provide on the job training to staff working in the project or organise in conjunction with the project supervisor suitable external training if required to ensure consistent quality of the work delivered through the project.
- To conduct surveys of client's gardens that are eligible when required to determine the level of work and time required to complete jobs.
- To organise and schedule regular maintenance and servicing of the vehicles and equipment utilised by the crews on the project.
- To oversee the collection of data with regards to work undertaken by you and the various crews on a daily and weekly basis to assist the project supervisor in producing reports.
- Be willing to learn and undergo technical skills training.
- To be aware of, adhere to and implement WLD's Health & Safety Management System on behalf of the company and be our representative on site.

- To ensure that adequate risk assessments are carried out on each site and that the highest standards of health and safety are adhered to by you and the teams at all times and that appropriate health & safety equipment provided for use by you and the teams are utilised in an appropriate manner.
- Undertake other duties and responsibilities that may be assigned to you in agreement with the project supervisor, where such requests are reasonable.

Skills Required:

Personal

- Holder of a full driving licence.
- Good communication skills
- Ability to work as part of a team.
- Effective problem solving skills.
- Flexible and capable of working independently to a high degree.
- Ability to work to deadlines.

Professional

- Will have experience in general house and garden maintenance.
- Be capable of supervision of staff and have the ability to mentor and train people in the required areas.
- Have the ability to form friendly and constructive working relationships with co-workers and clients.
- Be willing to undergo technical skills training if required.

Salary for this position will be €33,147 p.a and the team leader will have use of a company vehicle.