



Landscaping & Grounds Maintenance Squad Leader

Oak Tree Housing Association
40 West Stewart Street, Greenock, PA15 1SH
Tel: 01475 807000
www.oaktreeha.org.uk

Our Vision

Building Better Futures

Our Values

Leadership

Accepting accountability and balancing vision with execution, leading by example and encouraging and developing the staff team to be the best they can be.

Customer Focus

When developing and providing our services, our tenants' and other customers' needs come first.

Team Working

By working together we develop our flexibility and resilience to ensure we provide a best value service to our tenants and customers.

Communication

Our communication is effective, accurate, up-to-date and easy to understand.

Respect

We treat our tenants, other customers and each other with respect and dignity at all times.

Integrity

Openness, honesty, transparency and trust are at the core of all that we do.

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Job Description

JOB TITLE:	LANDSCAPING & GROUNDS MAINTENANCE SQUAD LEADER
RESPONSIBLE TO:	PROJECT CO-ORDINATOR VIA LANDSCAPING SUPERVISOR
GRADE:	EVH GRADE TAS3: £27,068.00 - £28,245.00 p/a
DATE REVIEWED:	APRIL 2026

The objectives, accountabilities and duties of your post may be reviewed from time to time, and you will be consulted over any proposed changes.

1.0 MAIN OBJECTIVES OF POST

- 1.1 To work as an integral part of the in-house landscaping team, maintaining the grounds of the Association's customers, including existing tenants, potential tenants, and owner occupiers.

2.0 ACCOUNTABILITY

- 2.1 To the Supervisor on a day-to-day basis and ultimately Project Co-ordinator.

3.0 DUTIES

3.1 Landscaping & Grounds Maintenance

- 3.2 To undertake the full range of soft landscaping and grounds maintenance duties as instructed by the Supervisor and ultimately the Project Coordinator.
- 3.3 To understand the routine procedures associated with the role.
- 3.4 To proactively lead by example in all aspects of the job.
- 3.5 To ensure the successful completion of assigned tasks, making sure the works are completed to a high standard.
- 3.6 To assist the Supervisor with the planning of daily workloads, materials, and equipment requirements.
- 3.7 To ensure each site is left clean, tidy, and secure at the end of each job.

4.0 People & Customers

- 4.1 To oversee and motivate a small team on a day-to day basis whilst working on location.
- 4.2 To be first point of contact for your designated team and customers, to try to resolve any work-related queries and/or minor on-site issues or queries and escalate where necessary.
- 4.3 To monitor the conduct, timekeeping and performance of your designated team, on a day-to-day basis. To raise any concerns with the team in a timely manner, and to feedback any ongoing issues/concerns to the Supervisor and in their absence the Project Co-Ordinator.

5.0 Health & Safety

- 5.1 Ensure all work is carried out in line with health & safety legislation,
- 5.2 Ensure safe use, maintenance, and storage of tools and machinery.
- 5.3 Ensure tools and grounds maintenance equipment, machinery and vehicles in your charge are secure, in good working order and refer any mechanical problems to the Supervisor and/or Project Coordinator immediately.
- 5.4 Report accidents, near misses, or defects in accordance OTHA's procedure.

6.0 Company Vans

- 6.1 To be an allocated driver operating commercial vehicles safely.
- 6.3 Take day-to-day responsibility for company van allocated to you and the team.
- 6.4 Ensure tools, machinery, and materials are safely loaded, secured, and stored
- 6.5 Ensure vehicles are kept clean and presentable.
- 6.6 Ensure compliance with company policies relating to vehicle use, security, and driving standards
- 6.7 Report accidents, damage, or near misses in line with company procedures
- 6.8 Ensure vans are locked and secured when unattended, including overnight

7.0 General

- 7.1 To contribute towards the development of the service and working practices, to enhance customer service, efficiency, and cost effectiveness in all areas of activity.
- 7.2 To liaise effectively with colleagues in other sections to maximise performance and enhance service delivery.
- 7.3 To liaise professionally with colleagues and customers always representing OTHA positively.
- 7.4 To promote and uphold the Association's commitment to diversity and equal opportunities.
- 7.5 To attend training courses as required, keeping up to date with legislation and best practise.
- 7.6 To promote and operate in line with OTHA's workplace values.
- 7.7 To carry out any other duties as may be deemed necessary by the Supervisor and/or Project Coordinator, commensurate with the TAS3 grade.

Person Specification

Skills\Knowledge\Experience	Essential	Desirable
Strong practical experience in soft landscaping	✓	
Previous experience in a similar role	✓	
Proficient in using landscaping machinery (e.g.) lawnmowers, strimmer's, blowers, hedge trimmers and ride on's etc... with relevant certifications where required.	✓	
Pro-active and solution focused with the ability to identify and resolve issues.	✓	
Thorough understanding of health and safety regulations and the ability to implement and enforce them on site.	✓	
Flexibility to work in various environments, adapt to changing conditions, and utilise different landscaping techniques.	✓	
Strong commitment to customer service.	✓	
Observant with excellent attention to detail.	✓	
Excellent organisation skills.	✓	
Qualifications	Essential	Desirable
O' Grades, Standard Grades, Higher Grades or Equivalent		✓
Formal qualifications or extensive knowledge of plants, soils, and horticultural practices.		✓
PA1 & PA6 certificates		✓
Personal Qualities	Essential	Desirable
Excellent verbal and written communication skills for interacting with customers, team members, and other stakeholders.	✓	
Ability to motivate, guide, and lead a small team of landscapers	✓	
Ability to work on own initiative.	✓	
Ability to work well under pressure.	✓	
Ability to effectively manage a varied workload and to work to imposed deadlines.	✓	
Flexible, self-aware, open minded and inclusive approach to work and people.	✓	
Commitment to continuous improvement and quality in all aspects of work.	✓	

Able to demonstrate an understanding and commitment to Equalities and willingness to work in accordance with existing Policies and Codes of Practice.	✓	
Full clean driving licence (applicants must meet our fleet insurance requirements).	✓	
Ability to operate commercial vehicles safely	✓	

Summary of Main Conditions

Oak Tree Housing Association is a member of Employers in Voluntary Housing (EVH) and the terms and conditions for this post follow the EVH terms. A summary of some of the principal areas are as follows:

Salary Scale:

The current salary scale for this post is EVH Grade TAS3

Salary: £27,068.00 - £28,245.00 per annum.

The salary is paid by direct credit transfer monthly, normally on 23rd of each month.

Contract Type:

Full-time, permanent.

Hours of Work:

Normal hours of work are 35 hours per week, worked over 5 days, Monday to Friday.

Holiday Entitlement:

25 days annual leave and 15 days public holidays per annum

Place of Work:

Oak Tree Housing Association, 40 West Stewart Street, Greenock, PA15 1SH.

Pension:

Oak Tree Housing Association is a member of the Scottish Housing Association's Pension Scheme. Subject to terms of the scheme, we offer a defined Contribution scheme, with the option of an employee contribution of minimum 3% - 16%, with the OTHA contribution being 12%. Please note that life cover is included in the employer contribution.

Notice Period:

By employee: 1 month

By OTHA:

- (i) continuous service under 5 complete years ~ 4 weeks.
- (ii) continuous service of 5 years and over ~ 1 week for each complete year of service, up to a maximum of 12 weeks.

People Benefits:

OTHA currently offers an excellent working environment where we put staff health and wellbeing at the forefront.

Our People benefits currently include, hybrid and flexible working polices, family friendly policies, health & wellbeing initiatives, staff health checks (at 2 yearly intervals), access to virtual medical care, support towards prescription glasses (currently £120.88) annual staff teambuilding day, EAP including a free counselling service, professional membership fees, learning & development culture, free fruit for staff delivered weekly and discounted membership to Inverclyde Leisure.

This summary is for general guidance of applicants and will not form part of the contract of employment.

Any offer of employment will be subject to the receipt of two satisfactory references.

Key Dates

Closing Date for CV's:	Friday 22 nd May 2026
Start Date:	Immediate Start Date Available

OTHA History

Oak Tree Housing Association has a track record of developing and managing good quality homes in Inverclyde and has a high-performance culture, focussed on service delivery which is driven by increased involvement from tenants and residents in the decision-making process.

The Association owns and manages 1820 houses throughout Inverclyde and provides services for over 1,200 homeowners in Inverclyde.

We started developing in 1989 and since then, we have successfully completed over 60 house-building projects. The total investment value of these projects is presently estimated at £148M. The programme has catered for a variety of tenures. At 83%, social housing is the largest tenure. However, the programme has also provided accommodation for low-cost home ownership and outright sale on a shared equity basis.

Work has involved refurbishment, conversion, new-build and demolition. Wider action involvement was also significant in the development of a community centre in the Branchton Social Inclusion Partnership area. In fact, the regeneration of previously designated Social Inclusion Partnership areas had been the main focus of the Associations development activities in recent years. Development of these areas placed much emphasis on sustainability, energy efficiency and community involvement and the work that has been carried out in Branchton, Wren Road and Grieve Road is a credit to the Association and our development partners. This has helped to provide sustainable energy efficient affordable homes for 240 tenants and sharing owners in these areas.

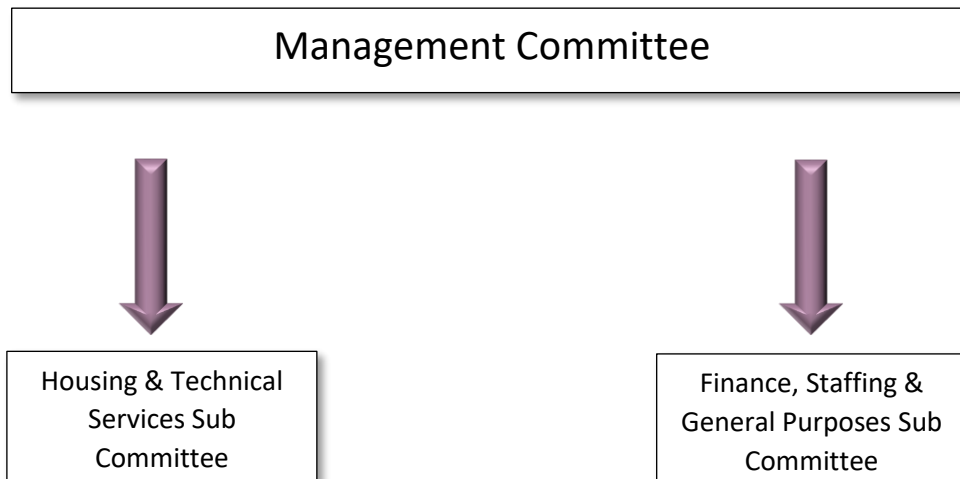
Past achievements include the refurbishment of 57 closes in the West Station and Town Centre areas of Greenock. New-build which accounts for over 68% of the Associations total development programme has, over the years, provided a healthy mix of flats, and cottages.

In addition, a number of special needs facilities have been provided and these have helped people with learning disabilities to live a healthy life in the local community rather than remain in hospital care. The Association also built a Woman's Aid Refuge and this has been a great asset for the community in helping to address domestic abuse issues.

The last project completed by the Association was a 71 unit new-build development as part of a larger development of 198 homes with the Link Group. The units were handed over to Oak Tree as a turnkey project and all units at Bunston Grove have been well received by tenants.

Committee & Staffing Structure

The Association is managed by a Committee of Management and operates currently through two sub-committees as follows:



All sub-committees meet on a quarterly basis.

Staffing Structure

Information on our staffing structure can be found here:

<https://oaktreeha.org.uk/Staff/>



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