

Position Description:

Property & Grounds Supervisor

PSSC Mission

Supporting people through quality care

Position Details

Position Title: Property & Grounds Supervisor

Reports To: Property Manager

Functional Relationship: Internal: Senior Managers, Service Managers, Clinical coordinators, site occupants and Village and Rental Residents

External: Contractors, suppliers, regulatory authorities, utility providers.

Direct Reports: Property & Grounds team members, volunteers

Location: Presbyterian Support South Canterbury, based at The Croft, 12 Park Lane, Timaru

Position Purpose

Lead the day-to-day planning and delivery of building maintenance and grounds care across all Presbyterian Support South Canterbury sites other than Strathallan Health/Lifecare, ensuring safe, compliant, efficient, and customer-focused operations. Supervise a team of six to meet service levels, statutory obligations, and asset lifecycle goals.

Key Responsibilities & Tasks

Health, Safety & Compliance

- Lead daily health and safety practices across the team.
- Conduct toolbox talks and maintain attendance records.
- Complete risk assessments and ensure compliance with legislation.
- Maintain accurate H&S documentation and incident reports.

- Monitor and enforce PPE and safety protocols.

Building Maintenance & Asset Care

- Plan and oversee reactive, preventive, and scheduled maintenance for building systems.
- Maintain asset registers and condition reports.
- Coordinate compliance inspections for critical systems (e.g., fire protection, HVAC, BWOF).
- Monitor contractor work for quality and adherence to standards.

Grounds Maintenance & Presentation

- Manage mowing, pruning, planting, irrigation, and pest control activities.
- Inspect grounds for hazards and ensure presentation standards.
- Maintain pathways, signage, and outdoor furniture.

Team Leadership & Workforce Planning

- Allocate workloads and prepare weekly rosters.
- Coach and develop staff through regular feedback and training.
- Monitor performance and address issues promptly.
- Lead daily briefings to communicate priorities and safety messages.

Contractor & Vendor Management

- Source and evaluate contractors for specialized work.
- Issue work permits and verify compliance with site safety rules.
- Monitor contractor performance and approve invoices.
- Maintain an up-to-date list of approved vendors.

Work Planning, Scheduling & CMMS Administration

- Use CMMS to create and track work orders.
- Update asset histories and maintenance logs.
- Generate fortnightly reports on outstanding and completed work.
- Review CMMS data for trends and improvement opportunities.

Budgeting, Procurement & Inventory Control

- Assist with annual maintenance budget preparation.
- Approve routine purchases within delegated authority.

- Monitor and maintain inventory of critical spares and consumables.
- Track expenditure against budget and report variances.

Stakeholder Service & Reporting

- Act as primary contact for property-related queries.
- Provide timely updates to the Property Manager on key issues.
- Provide monthly operational reports (H&S, maintenance, costs).
- Escalate urgent issues promptly and propose solutions.

Authority & Delegations

Approved purchasing within delegated limits. Day-to-day scheduling and task assignment for team and contractors. Stop-work authority where safety is compromised.

Experience & Qualifications

- 3–5+ years in facilities/property/grounds maintenance, with team leadership experience.
- Trade qualification or relevant facilities/grounds certification advantageous
- Demonstrated H&S leadership and compliance management.
- CMMS experience; competent with Microsoft 365 tools.
- Demonstrated experience in team leadership and contractor management.
- Full driver's license.

Skills & Competencies

- Strong leadership and team management skills.
- Strong and effective communication skills
- Excellent knowledge of health and safety legislation.
- Risk assessment and incident management.
- Solid technical understanding of building systems and grounds care.
- Vendor/contract management and budget awareness.
- Clear written and verbal communication; customer-service orientation.
- Proficiency in CMMS and maintenance planning.
- Budgeting and procurement experience

Performance Indicators (KPIs)

- H&S: Zero lost-time injuries; 100% completion of toolbox talks; corrective actions closed on time.
- Maintenance Delivery: $\geq 95\%$ completion of preventive maintenance on time; reactive work orders closed within SLAs.
- Grounds Quality: Site presentation scores \geq agreed standard.
- Asset & CMMS: Accurate asset records; work orders updated within 24 hours.
- Budget & Procurement: Variance $\leq \pm 5\%$ against budget.
- Stakeholder Satisfaction: Positive feedback from occupants and Property Manager.
- Team Development: Performance reviews completed on time; training delivered as planned.

Health & Safety Expectations

Lead by example in PPE use, safe work methods, and hazard management. Ensure all team members and contractors are inducted, competent, and supervised appropriately. Stop unsafe work and escalate risks; maintain emergency preparedness and contribute to Evacuation trials.

Other Requirements

After-hours coverage as required. Travel between sites as required. Ability to perform hands-on tasks to support the team.

Signature & Acceptance

Employee: _____ Date: _____

Manager: _____ Date: _____