



# Grounds Maintenance Operative



**Job description** – Grounds Maintenance Operative

**People responsibility** - Direct reports = 0

**Reporting to the**– Facilities Manager

**Work Location:** Group locations

**Summary of role:**

This role plays an integral part in the grounds maintenance team which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

**Key areas of responsibility:**

- To undertake collection/Delivery of materials, plant & equipment from suppliers to sites
- To undertake collection/Delivery of materials, in support of operatives.
- To unload, store and stack materials that are delivered to sites.
- Ensuring all associated documentation is effectively and efficiently completed and accounted for
- To tidy up the work area during and after the job.
- Keeping to and updating schedules that document what needs to be completed and the order in which each task needs to be completed & detail how many hours have been worked
- Carry out general labouring duties including, but not limited to, small works, building fabric repairs and general building maintenance tasks
- To use hand power tools for building fabric repairs and small works
- Carry out labouring duties in support of cleaning services across sheltered and general needs housing.
- To report any additional items or defects encountered during the course of day-to-day work to the appropriate person(s).
- To undertake general grounds maintenance and gardening services duties to include:-
  - Grass cutting
  - Gutter cleaning
  - Domestic Painting

- Gulley cleaning
- Fencing
- Slab repair
- Hedge trimming
- Flower bed maintenance
- Weeding
- Fertilizing plants and grass
- Ensuring that all sites are kept clean and tidy and free of litter
  - To maintain safety checks on vehicles being driven and clean and wash down as required including cab.
  - To record information as required in a logbook, repair book, mileage records etc.
  - To work overtime as required and in emergency, taking part in a stand-by rota, if appropriate.

**Additional responsibilities:**

➤ **Health and Safety:**

In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy “Health & Safety Responsibilities”.

- Responsible for ensuring that all of the Group’s Health and Safety policies and procedures are fully implemented and adhered to

➤ **Data Protection:**

- To follow the Data Protection principles in all work activity
- To attend any training specific to the role regarding GDPR

*No job description can be entirely comprehensive, and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual’s remit and capability, and consistent with the status and responsibilities of the role within the organisation.*

**Person Specification**

**What do I need to be successful as the ground’s maintenance operative:**

**Relevant Experience**

- Experience of simple grounds keeping
- Understanding of Health and Safety Issues

### **Skills and Abilities**

- Ability to Prioritise and organise
- Ability to work without direct supervision
- Ability to stay calm in emergency situations
- Ability to work on own initiative
- Ability to undertake a patient approach with work situations
- Ability to complete assignments and take tasks through to completion

### **Customer service and quality focus**

- Understanding of customer focus
- A commitment to respecting and promoting people's rights to privacy, dignity and choice
- Ability to maintain confidentiality
- Values diversity and shares commitment to equal opportunities
- Takes personal charge of key issues to ensure that a quality service is provided

### **Communicating**

- Ability to communicate verbally and in writing
- Empathic

### **Planning, personal motivation and commitment**

- Good day to day planning skills, including being organised
- Flexible in working approach
- Takes ownership of tasks
- Commitment to safe working practice
- Prepared to challenge oneself and try new things
- Able to work on ones own as well as being integral to the team

### **Team working**

- Treats team members with equal sense of professionalism and respect
- Works well with others
- Earns others trust and respect through consistent honesty and professionalism in all interactions
- Open to learning from others and willing to share knowledge and experience. Reflects on own work and seeks feedback as appropriate.

### **Special Requirements**

- This post does require the post-holder to carry out duties of physical nature other than light lifting. These could include one or more of the following, Working at heights and lone working.

### **Training and Development:**

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of grounds maintenance operative.

You will be required to complete continuous professional development, to further support your role and the Group.