



## JOB DESCRIPTION

<b>Job Title:</b>	Grounds Maintenance Operative
<b>DEPARTMENT:</b>	Customer Experience and Neighbourhood Services
<b>RESPONSIBLE TO:</b>	Grounds Maintenance Team Leader
<b>RESPONSIBLE FOR:</b>	Providing grounds maintenance services to Ocean Housing communal areas.
<b>SPECIFIC RESPONSIBILITIES:</b>	Perform grass cutting, strimming, weeding, and the maintenance and planting of shrubs, trees, and plants. Conduct various grounds maintenance and gardening tasks using a range of tools and equipment as required.

### COMMUNICATION

- 1 Regularly engage with estate monitors to address inquiries and issues related to ground maintenance. Resolve problems when possible and direct inquiries to the appropriate Ocean contact as needed.
- 2 Keep the team leader informed with regular updates and reports on any work or issues that could impact service delivery, including the condition of trees that may need attention.
- 3 Identify and report any potential health and safety hazards to the public on any estate.

### COMPLIANCE AND HEALTH & SAFETY

- 1 Evaluate site conditions and determine the most suitable work and equipment to use, considering weather conditions and best practices.
- 2 While on site, conduct estate checks to identify and report any health and safety risks to the public. Additionally, report any instances of land or property misuse to the relevant department.
- 3 Be responsible for any vehicle allocated and to undertake the appropriate vehicle checks, keeping it in a clean and tidy condition. Record & report defects and ensure that they are rectified promptly.

- 4 Be responsible for the safe operation, maintenance and daily/routine checks of any plant or machinery provided, ensuring daily/routine inspections are carried out prior to use. To use plant/machinery in accordance with the manufacturer's recommendations and report defects to the line manager in a timely manner.
- 5 Prepare detailed reports covering estate visits, vehicle inspections, chemical usage logs, vehicle records, absence notifications, and other employment forms. Ensure all documentation, certifications, and warning notices are accurately completed, signed, and promptly submitted to the team leader as required.
- 6 Always perform work in accordance with safe working practices outlined in health and safety manuals, method statements, risk assessments, and health and safety plans. Always ensure proper use of PPE.

#### TEAM WORK

- 1 Work collaboratively as a team, putting forward suggestions and ideas for improvements in service provisions.
- 2 To undergo specific training to improve skill levels and knowledge of service areas as and when required.

#### GENERAL

- 1 The post-holder will be expected to comply with the Company's policies, procedures and initiatives; in particular, equality and diversity, health and safety and safeguarding.
- 2 The post-holder will be expected to always promote the Company in a positive manner.
- 3 The postholder is expected to be proactive in identifying how services, policies and procedures can be improved and seek authority to implement changes which benefit the Company and its customers.

No job description can cover every issue which may arise within the post and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in the document.

**I accept that this job description is a fair description of the job I have applied for.**

**Signed** .....

**Date** .....