

# Job description



<b>Job title</b>	Grounds Maintenance Technician	<b>Date</b>
<b>Reports to (title)</b>		
<b>Contract/department</b>		<b>Revision</b>
<b>Location</b>		

## Job purpose

Provide a pro active service delivery in the upkeep of the grounds provision. Supporting service streams delivering both planned and reactive tasks where required

## Duties/responsibilities/accountabilities/deliverables

- Routine planned preventative maintenance tasks as directed by site manager / supervisor covering all site grounds maintenance this includes but not limited:
  - Seasonal grass cutting where required
  - Seasonal site gritting for snow and ice
  - Weed killing and removal of weeds as required
  - Ground waterways, drainage and ditch clearances
  - Pruning of trees, hedges and shrubs as required
  - Maintenance of all planted areas within site
  - Support seasonal planting where required
  - Upkeep and maintenance of equipment
- Assistance to other teams, as requested, when grounds maintenance is up to date within the skill level and capability of post holder
  - Load and unload deliveries
  - Moving of furniture and equipment, ensuring compliance with manual handling, risk assessments and methods statements
  - Moving of stores and equipment, ensuring compliance with manual handling, risk assessments and methods statements, client specific access permits and equipment move and store procedures

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- Completion of maintenance task sheets relating to all work carried out
- Pressure washing of specified areas on an ad hoc basis
- Window cleaning of specified buildings on an agreed schedule
- Assistance with hazardous cleans up where required
- Support with gutter and roof inspection program

## Resource responsibilities

- Working at Height
- Good communication skills both verbal and written formats
- Manual work
- External and Internal Work
- Willingness to complete additional training

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## Person specification

- Full driving licence
- Good communication skills both verbal and written formats
- Previous grounds maintenance experience / qualifications (desirable)
- Smart, presentable appearance
- Approachable and personable
- Experience in front facing customer service industry (beneficial)

## Other factors relevant to the job

# Job description



Line manager signature	
Print name	
Date	

Job holder signature	
Print name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	