

# Grounds Maintenance Operative Job Description



*Note - This is not intended to establish a total definition of the job, but an outline of the duties.*

## **JOB DETAILS**

Job Title – Grounds Maintenance Operative

Responsible to - Your immediate Foreman and ultimately to your Contracts Supervisor/Contracts Manager/Director.

Working Hours - The basic working hours are 08:00 to 16:30 Monday to Friday with a half an hour lunch break (unpaid) and a 15 minute paid morning break. We do however normally meet in our yard at Lisvane at 07:15 each morning for which you would be paid overtime. We would normally leave site at 16:30 and so if you were working locally you may be back in the yard before 17:00. If you are working further afield you may not get back to the yard until 17:30 - 18:00 and so again you would be paid overtime after you have worked your basic eight hours. Weekend overtime is normally available should you wish to work. At times when we are particularly busy we may insist on some weekend working but this is unlikely to exceed four Saturdays within a 12 month period.

Qualifications Required - No formal qualifications are required. If however you have gained relevant qualifications such as those listed below you may be entitled to an enhanced pay rate:

- Current Skilled CSCS Card or ideally LiSS/CSCS card
- NVQ in horticulture or similar.
- Pa1 & Pa6w Pesticides Certificate.
- Category B + E driving licence (or pre 1997 full driving licence) giving the entitlement to tow trailers.
- Category C1 driving licence entitlement (or pre 1997 full driving licence) to drive a 7.5t lorry.
- Category C1 + E driving licence giving entitlement tow a trailer with a 7.5t lorry.
- NPTC Level 2 Certificate of Competence in Chainsaw & Related Operations.

Experience Required - Ideally the successful applicant will have gained previous experience within the grounds maintenance industry. Previous experience however is not essential as full training will be given.

## **JOB SUMMARY**

You would generally be working on large commercial, industrial or housing sites throughout South Wales and on occasions in South West England, travelling to site in company vehicles. We do not undertake any domestic landscaping work for private individuals. Our landscape contracts are typically associated with new commercial buildings, roads or reclamation sites, or they involve carrying out environmental improvements to established town centre, residential or industrial areas. In addition to maintaining schemes that we have put in place our grounds maintenance teams are responsible for maintaining a large number of housing association sites.

As a Grounds Maintenance Operative you would be responsible for carrying out a wide range of manual grounds maintenance duties under the guidance and direct supervision of your Foreman. Whilst you will generally be working with others you will at times need to work under your own initiative without close supervision. The work is physically demanding and you would be working outside in all weathers.

We cover a wide geographical area and so on occasions you may be asked to stay away overnight. On such occasions we will provide overnight accommodation and you will be eligible to receive a meal allowance and a staying away allowance.

## **KEY TASKS**

At all times:

Promoting the company's professional image on site and working in accordance with the Company Health and Safety Policy.

The key tasks of the position can be broadly summarised as

- Grass cutting/strimming.
- Litter picking/sweeping up (powered blowers or broom).
- Maintaining planted/hard areas weed free through hand weeding and the use of herbicides under the direct supervision of a qualified member of staff.
- Pruning and vegetation clearance works sometimes involving the use of chippers
- Emptying bins
- Planting, turfing and mulching particularly throughout the winter months

## **REMUNERATION**

**Wage** - We offer a basic starting wage of £8.50/hour if you are over 21 years old, increasing to £8.85/hour upon successful completion of a three month trial period. Wage rates are reviewed annually in September. Overtime is payable at time and a quarter on week days and time and a half at weekends. If you are under 21 years old we offer the following development rates:

- 18 years old £7.60 or more if good experience and/or qualifications
- 19 years old £8.07 or more if good experience and/or qualifications
- 20 years old £8.50 or more if good experience and/or qualifications

**Holidays** - The holiday year runs from the 1st of January to the 31st of December. In the case of a normal working week of five days, the entitlement to annual holiday relating to each holiday year, which is given as well as eight Bank/Public holidays, is 21 days, increasing by 1 day from the holiday year following completion of 10 years' continuous employment and then by a further 1 day from the holiday year following completion of 15 years' continuous employment to a maximum of 23 days from the holiday year following completion of 15 years' continuous employment. The entitlement to annual holiday will be reduced pro rata for employees whose normal working week is less than five days.

Employees who join the Company during a holiday year will, until the beginning of the next holiday year, be given an entitlement to holiday calculated pro rata to the entitlement to annual holiday according to the proportion of their first holiday year in which they are employed by the Company.

**Clothing** - After you have been employed for a period of 3 months you would be issued with staff clothing consisting of trousers, fleeces, sweat shirts, hoodies and polo shirts embroidered with the company logo. The clothing is issued free of charge and replaced without charge as required if replacement is necessary if due to fair wear and tear. You will be immediately issued with all necessary protective equipment including wet weather clothing, boots, gloves etc. and provided with a storage bag for your own personal use.

**Accident Benefit Scheme** - After you have been employed for a period of 6 months you would be entitled to join the Accident Benefit Scheme at the company's discretion. The scheme provides for up to 2 years pay should you suffer an accident either at or away from work after an initial qualifying period of 3 days.

**Pension** – If you are aged between 22 and the State Pension age, you will be eligible to join the company pension scheme to which we will make a 3% contribution. The scheme includes access to an independent financial advisor for regular investment reviews to help you to ensure that your pension funds are invested wisely to maximise your investment returns.