



Grounds Maintenance Operative

The Wrekin
Housing Group

Job Description and Person
Specification 2023

THE WREKIN HOUSING GROUP
Grounds Maintenance Operative – Job Description

This is a broad outline of what is expected of the postholder

Reports to: Environmental Services Supervisor

Hours of work: 36 hours per week

(Seasonally Adjusted Hours – 40 Hours per week over 5 days April – September & 32 Hours per week over 4 days October – March)

KEY OBJECTIVES:

- To provide a dedicated grounds maintenance service in Shropshire, Staffordshire, Telford and Wrekin and any other areas in the Groups remit.

RESPONSIBILITIES

- To ensure delivery of a high-quality grounds maintenance service
- To assist with miscellaneous landscaping and other tasks as and when they may be required
- To use supplied equipment, machinery and chemicals to maximum effectiveness and in a safe manner.
- Ensure equipment and machinery is kept in good working order
- To manage and maintain adequate stock levels of materials and equipment
- To liaise with members of the public and other customers to develop and maintain good working relationships.
- To maintain efficient administrative and usage of systems including work scheduler, site visit records and contract records.
- To organise duties and schedule of work to maximum effectiveness
- To inspect and monitor standards
- Provide instruction, supervision and support to trainees
- To participate in any training, appraisals or group activities as required.

THE WREKIN HOUSING GROUP
PERSON SPECIFICATION

GROUNDS MAINTENANCE OPERATIVE - PERSON SPECIFICATION

QUALIFICATIONS

- Qualifications in health and safety/COSHH,
- City & Guilds in Amenity Horticulture, Groundsmanship, Decorative Horticulture,
- Pesticide PA, Chainsaws/Trimmers qualification desirable

EXPERIENCE

- Experience in a similar environment
- Good customer service skills
- Able to work to a schedule

SKILLS AND KNOWLEDGE

- Understanding and use of COSHH regulations
- Understanding of Health & Safety awareness
- Good customer care and verbal communication skills
- Knowledge of current landscaping equipment
- Experience of usage of relevant horticultural equipment

PERSONAL QUALITIES AND COMMITMENT

- Enthusiastic, flexible
- Outgoing, warm and non-judgmental
- Able to communicate with a wide range of people
- Patient and understanding
- Honest and trustworthy
- Able to work flexibly on own initiative and as part of a team
- Committed to supplying a quality service



REQUIRED

Successful applicant holds a clean Full UK Driving License for at least 3 years and have the ability to drive a 35CWT pick-up as you will have the use of a vehicle for business use.