

HAIG HOUSING JOB DESCRIPTION

Job Title: Grounds Maintenance Operative
Reports to: Horticultural Team Leader
Line Management: None

JOB SUMMARY

To undertake high quality grounds maintenance including grass cutting, bed maintenance, tree and shrub pruning

Caretaking functions such as external cleaning of roads, paths and communal areas and refuse disposal on the Trust's estate.

Ensure that equipment and tools are properly used, maintained and stored in accordance with health and safety requirements

To deal courteously and fairly with tenants, monitoring and reporting any visible breaches of tenancy agreement or nuisance by persons on the estate

To report any tenants who may be vulnerable due to age or disability, problems incidents or complaints to the Horticultural Team Leader.

To deliver the Trust's Assist the Elderly Scheme on the estate so that tenants grass and hedges are cut to the highest possible standards and tenant satisfaction improved.

To deliver circulars, leaflets and other documents to tenants.

Ensure compliance with the Trust's policies and procedures and legal obligations is adhered to.

Carry out any other reasonable duties as directed.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Education		
Relevant horticultural qualification		x
Full driving licence	x	
Knowledge, Skills and Experience		
Minimum of one year multi-skilled grounds maintenance experience	x	
Knowledge of Health & Safety at Work requirements	x	
Experience in the use of office IT systems, including Word and Excel	x	
Basic literacy and numeracy	x	
Aware of need to be customer focused, ability to communicate with tenants	x	
Ability to communicate at all levels and backgrounds	x	
Personal Qualities		
Dynamic, flexible and innovative	x	
A collaborative person who works with colleagues to deliver strategic outcomes	x	
A problem solver, proactive, collaborative & agile mind-set		x
Clear identification with charitable purpose and tireless working for beneficiaries		x
Comply with responsibilities regarding safeguarding and training	x	