

**JOB PROFILE: Grounds Maintenance Estates Operative**

**RESPONSIBLE TO:** Estates Services Manager / Senior Estates Operative

**RESPONSIBLE FOR:** Nilstaff

**PURPOSE:** Responsible for the Grounds & Estates Maintenance within Teign Housing areas.

To ensure a high standard of cleanliness, tidiness and public safety in Teign Housing owned properties and communal areas.

 To work within the Company’s Equality and Diversity Policy, Health and Safety Policy, Customer Service and Performance Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.

**KEY ACHIEVEMENT AREAS:**

1. Perform grounds maintenance, grass cutting and shrubs bed maintenance duties.
2. Maintain grassed areas with either hand, power or ride on mowers, to litter pick and trim/hard edge around footpaths, flower beds, and walls.
3. To inspect on a daily basis the communal areas, noting and reporting repairs/necessary action as required.
4. To carry out grass cutting, shrub bed and hedge maintenance in communal areas on Teign Housing property and for external customers.
5. Landscape by planting flowers, grass, shrubs, and bushes.
6. Plant seeds, bulbs, flowering plants, grass, ground covers, trees, and shrubs, and apply mulch for protection, using gardening tools.
7. To ensure that public safety is always maintained in Teign Housing’s communal areas.
8. To deal with tenants and the general public in a friendly and courteous manner.
9. To liaise with appropriate departments within Teign Housing
10. To ensure that plant and equipment are maintained properly and that materials are stored safely within Health & Safety regulations.

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| No job profile can cover every issue, which may arise within the post at various times, and the jobholder is expected to carry out other duties requested by the Property Standards Manager from time to time. |

Signed by Post Holder: …………………………………………………………………..

Print Name:…………….…………………………………………………………………..

Date: …………………………………………………………………………………………