

**JOB PROFILE: Estates Maintenance Operative**

**RESPONSIBLE TO:** Estates Services Manager / Estates Services Supervisor

**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 and for private customers where applicable.

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, hedge maintenance and shrubs bed maintenance duties in communal areas on Teign Housing owned property and for external customers, using powered or manual hand tools as provided.
2. Maintain grassed areas with either, hand, powered or ride on mowers, to litter pick and trim/hard edges around footpaths, flower beds, and walls.
3. To inspect on a weekly basis the communal areas, noting and reporting repairs/necessary action as required.
4. To input onto Microsoft forms all positive feedback received on site.
5. To spray weed killer, and selective herbicide as required, following completion of PA1/6 training
6. To follow a gutter clearing programme during winter months.
7. To clear rooftop debris using harnesses
8. Improve and maintain estate landscaping by planting flowers, grass, shrubs, and bushes as provided.
9. Prepare ground and plant seeds, bulbs, flowering plants, grass, ground covers, trees, and shrubs, and apply mulch for protection, using gardening tools provided.
10. To ensure that public Health and Safety is always maintained in Teign Housing’s communal areas and that appropriate warning signage is displayed when work is in progress.
11. To ensure that materials are stored safely within COSHH guidance and Health & Safety regulations.
12. To communicate deal with all tenants and the general public in a friendly, cooperative and courteous manner.
13. To liaise and communicate with colleagues and appropriate departments within Teign Housing.
14. To attend relevant safety training in the use of, and ensure that plant and equipment are maintained properly and that materials are stored safely within Health & Safety regulations
15. To carry out weekly and monthly checklists as directed by Estate Services Manager / Estates Services Supervisor.
16. To carry our Vehicle checks and ensure that the vehicle is in a safe condition and all fluid levels are correct.
17. To clean hard standings using a jet washer and other cleaning equipment

**Health and Safety Responsibilities**

1. Take responsibility for own Health & Safety and not to put others at risk.
2. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
3. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

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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 Estates Services Manager / Estates Services Supervisor from time to time. |

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

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

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