**EXPERTISE**

Job description

|  |  |
| --- | --- |
| Function: | Energy and Resource |
| Position: | Groundsman / Handyman |
| Job holder: | Signature: |
| Date (in job since): |  |
| Immediate manager: | Site Lead |
| Additional reporting line to: | General Services Manager |
| Position location: | Shell FNGL, Mossmorran , Fife |

|  |
| --- |
| 1. Purpose of the Job |
| |  | | --- | | As a grounds maintenance operative, working either alone or as part of a team, you will be assigned to routine  and reactive tasks as required to maintain the grounds and asset at FNGL Mossmorran and Braefoot Bay to an  agreed specification and quality standards. However, flexibility is important to the company and you may be  required to work at other units locally on reasonable notice. The company will also have the right to vary the nature  of your employment where there is a business need | |

Draft. Version: 27-03-2014

|  |
| --- |
| 2. Organization chart |
|  |

|  |
| --- |
| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| |  | | --- | | 1. To undertake grounds maintenance, horticultural and related tasks within designated sites to required specifications and quality standards, as directed by your line manager. Such activities include, but are not restricted to:-  Grass cutting  Hedge trimming  Shrub and tree pruning  Removal of weeds and litter from all areas within the property  Laying out and planting bedding  Fine turf maintenance  Digging and mulching  The watering of plants, beds and plant containers  The collection and removal of waste arising from such activities  Gritting and snow clearance |  * To adhere to all company statutory regulations pertaining to safe and statutory working practices. * Experience in Grounds Maintenance tasks and machinery * To attend any training courses and meetings as requested by the Manager. To report any customer or client comments or complaints Line Manager * To carry out any reasonable request from any member of the Management Team * To be part of the on call Rota for Gritting and Snow clearance * Carry out regular water temperature checks weekly in line with L8 regs |

|  |
| --- |
| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * To always work within the controls and precautions as laid out in permit to Work, SSOW, Method statements and Risk assessments, Both Sodexo and Shell Client * Report any Hazards, Near Misses, Incidents or dangerous occurrences through Line management openly and promptly * Ensure all areas within scope are maintained to agreed standard |
| 5. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Exhibits characteristics of Service Spirit, Team Spirit and Spirit of Progress * Good interpersonal skills enabling good relations with customers, Clients and colleagues * Willingness to receive, understand and implement Sodexo and Client training * Ability to work as a team player * Ability to organise oneself and prioritise tasks and work alone * Physically fit and able to carry out manual tasks * Able to work a reasonable amount of overtime if required |
|  |
| 6. Knowledge, Skills and Experience. |
| * Qualification / Experience in grounds maintenance activities * Full driving licence * PA, 1&6 Spraying * Experience and qualification in operating ride on grass cutting equipment * Tractor licence preferred but training will be provided for the right candidate |