

Job Description:   
FACILITIES & GROUNDS MAINTENANCE OPERATIVE

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| Function: | | | | Operations | | | | | | | | |
| Job: | | | | FACILITIES & GROUNDS MAINTENANCE OPERATIVE | | | | | | | | |
| Position: | | | | FACILITIES & GROUNDS MAINTENANCE OPERATIVE | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | FACILITIES MANAGER | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | EXETER SCHOOLS PFI | | | | | | | | |
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| 1. *Purpose of the Job – To provide the best possible environment in which to learn through the provision of a well maintained functional building to allow the building users ( pupils and staff ) to feel safe , secure and comfortable by ensuring:*   GROUNDS MAINTENANCE  To undertake grounds maintenance, horticultural and related tasks within designated sites to required specifications and quality standards, as directed by the Facilities Manager. Such activities include, but are not restricted to:   1. Grass cutting 2. Hedge maintenance 3. Shrub bed maintenance 4. Tree pruning 5. Removal of weeds and litter from beds, plant containers, pathways and grassed areas 6. Annual bedding maintenance 7. Fine turf maintenance 8. The marking out and preparation of sports pitches 9. Digging and mulching 10. The watering of plants, beds and plant containers 11. The collection and removal of waste arising from such activities 12. Gritting and snow clearance 13. Hard surface maintenance 14. All weather pitch maintenance 15. Periodic jet wash and other building cleaning   SITE FACILITIES   * 1. The building is kept secure during the school day and out of hours, electronic alarms are maintained and fully functional , proactive measures taken to prevent trespass   2. All statutory and mandatory planned and reactive maintenance tasks along with reporting is carried out in a timely and efficient way and in line with the specification   3. Doors / gates/ barriers are unlocked and locked at agreed specified times   4. Building functionality is managed and maintained in line with legislative standards, health and safety   5. All day to day routine maintenance task / remedial repairs are carried out in a timely and efficient way   6. Daily maintenance of the school grounds, playgrounds and sport pitches is managed effectively   7. Any out of hours emergencies / burglar alarms / call outs are dealt with promptly and appropriate action taken to rectify and report   8. The building is maintained in a clean and safe state through the management and supervision of the facilities team   9. The safe custody and management of keys / passes / access | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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| 3. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| **Health and safety**   * To implement the principles and practices of health and safety including reporting any identified hazards, near misses, unsafe procedures or systems, ensuring any incidents of non-compliance are reported to your line manager. * To ensure a site or task specific risk assessment is completed before work commences. * To maintain standards as laid down by the company in a professional manner; including personal appearance, uniform, PPE and standard of workmanship. * Providing relevant current licences are held, the operation and/or driving of company plant, equipment and vehicles. * To conduct the relevant preventive maintenance checks, including cleaning of machinery and plant provided for the undertaking of grounds maintenance, horticultural or related activities.   **Quality assurance**     * To implement the principles and practices of quality assurance at work, ensuring any incidents of non-compliance are reported to your line manager. * To ensure all relevant paperwork is completed daily, weekly or monthly as required. * To check and sign timesheets for accuracy prior to submission.   **Customer care**   * To implement the principles and practices of customer care whilst at work, ensuring any incidents of non-compliance are reported to your line manager. * To communicate courteously with and relay information back where appropriate, to other team members, clients and the general public.   **General**   * To complete the PDR form and attend review meetings as directed by line manager. * To complete any job specific training as instructed by your line manager. Ensure that training record card is updated. * As required, to assist other members of the team in their learning and development; particularly with regard to practical training and the giving of advice. Especially with regard to the buddy system for new employees and apprentices. * To manage your time effectively. This may require work outside of normal contracted hours. * To comply with any reasonable instruction from your line manager within the agreed deadline. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Day to day;   * To carry out grounds maintenance works in season to company and client specific standards within the required timescales. * Day to day maintenance of the school grounds, playgrounds and sports pitches. * Day to day maintenance and repairs throughout the whole school and reporting of faults that requires action by outside contractors. * To ensure all stores and cleaning cupboards are kept clean and locked at all times. * To recognise that you are a representative of Sodexo and should behave in an appropriate manner at all times. * To adhere to all of Sodexo’s policies and procedures relevant to your job role.   Where required out of season of periodically;   * The routine and non-routine opening and closing of the school premises and grounds at times specified by the Facilities Manager. * Day to day functionality checks of building and equipment * Day to day checks of light bulbs, tubes and plugs etc. throughout the school and replacement where applicable * Reading and recording of gas, water electric meter readings. * Control and issue of building stocks * Set up areas for special functions in and outside of normal school hours ensuring health and safety is maintained at all times. * Liaising with visiting contractors and escorting them to areas of work as identified by the Facilities Manager. * Conveying of post and parcels to and from point of distribution. * Removal and setting up of furniture in different locations throughout the school. * Responsible for the safe custody of school keys. * To assist the Facilities Manager in maintaining Health and Safety, and responding to emergency Fire Evacuation procedures when implemented. * Complete and return all company administration forms daily/weekly, which are utilized on site to ensure operational standards are maintained to the Facilities Manager. * To attend training course and meetings as requested. * To assist the Facilities Manager in the induction of new staff. * To establish and maintain working relationships with individuals at all levels within Sodexo and the client organization. * To respond to any other reasonable request made by the Facilities Manager. |

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| 6. 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. |
| * Maintain a safe building and site ( Health / safety ) * Maintain a secure building and site ( alarm / test and maintenance ) * Maintain a comfortable environment ( temperature / facilities ) * Maintain a fully functioning building and site at the pre specified time * Record and report readings for electric and water meters |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience in the provision of grounds maintenance / general building tasks. * Experience / knowledge of maintenance trades ( plumbing / electrical / grounds maintenance / heating (qualification would be an advantage) * Appreciation and interest in use of technology * An appreciation of legal requirement in a built environment ( e.g fire doors ) * Experience of supervising subcontractors * A common sense approach * Able to prioritise tasks |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided |  | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety |  | | * Commercial Awareness |  | | * Employee Engagement |  | |  |  | |

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| 9. Management Approval – To be completed by document owner |
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