NHS Grampian

**Job Description**

# *SECTION 1*

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| *JOB IDENTIFICATION* | |
| **Job Title:** | Grounds Maintenance Person |
| **Department(s):** | Grounds Department |
| **Location:** | Aberdeen City, Aberdeenshire & Morayshire |
| **Hours:** | 37.5 hours per week |
| **Grade:** | Band 2 |
| **Salary:** | £19,609 - £21,615 (pro rata per annum) |
| **Contract:** | Permanent |
| **Job Reference:** | KJ108424 |
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| 1. **JOB PURPOSE**   To carry out day to day grounds and gardens maintenance to all areas which includes snow clearance in winter months |
| **Grounds**  **Person**  **2. ORGANISATIONAL POSITION**  Reporting to the appropriate Grounds Supervisor, responsible to the appropriate Site Services Manager and ultimately accountable to the NHS Grampian Portering and Grounds Services Department  Grounds Supervisor |
| **3. SCOPE AND RANGE**  To provide ground services to Hospitals, Health Centre’s and Health Clinics within Banff, Buchan, Gordon and Moray |
| **4. MAIN DUTIES/RESPONSIBILITIES**  To be competent in the care and use of tools and hand/mechanically propelled gardening equipment  To carry out grass cutting operations using the above tools and equipment and care for and maintain turf areas in gardens  To undertake snow clearing and winter maintenance including being part of winter stand-by system  Participate in training programmes required to improve skills  Comply with the requirements of Health & Safety policy issued by the Estates Dept  To trim and prune ornamental flowering trees and shrubs  To be competent in the use of mechanically driven tools  To be competent in the use of spraying equipment for pesticides etc |
| **5. SYSTEMS AND EQUIPMENT**  Machinery used includes; tractor, tractor plough, tractor compact, tractor gritter, tractor trailer, tractor mounted salt spreader, hover mowers, hedge trimmer, blow vac, chain saw, strimmer, power washer, pick-up truck, rotary mower |
| **6. DECISIONS AND JUDGEMENTS**  The Supervisor delegates the work schedule and reassigns work during the day due to weather changes and instructions from managers etc. While carrying out tasks the grounds person should have the training and knowledge to make decisions. |
| **7. COMMUNICATIONS AND RELATIONSHIPS**  The grounds person will have contact with patients, visitors and workers from other departments and will pass on all information and requests to the Supervisor/Office |
| **8. PHYSICAL DEMANDS OF THE JOB**  All grounds person requires to be physically fit to deal with all equipment. Training in the use of all tools and equipment will be provided eg manual handling |
| **9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  Working outdoors in cold weather  Use of snow/gritting equipment in winter conditions  Removal of contaminated waste (bandages/sharps etc) from grounds |
| **10. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  The grounds person should have recent experience in a similar position and be competent in the use of garden machinery and must hold a full UK driving licence |

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|  | **NHS GRAMPIAN**  **PERSON SPECIFICATION** | |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below. | |

# POST/GRADE: Grounds Maintenance Person / Band 2

**LOCATION/HOSPITALS:** Aberdeen City, Shire & Morayshire

**WARD/DEPARTMENT:** Grounds Department

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | Driving licence | PA1/PA6 spraying certificate  Chainsaw licence |
| Experience | Experience in grounds maintenance commercial or domestic | 5 years +. |
| **Special Aptitude and Abilities** | Must be flexible and adaptable, and able to react to situations and divert attention when immediate action is required e.g. urgent site issues.  Ability to make decisions/take appropriate actions while under pressure caused by unexpected situations arising.  Proven ability as a team player.  Self-motivated, and able to work with minimal supervision / direction and prioritise workload against competing demands.  Enthusiastic, innovative and diplomatic.  Ability to promote the professional image of the Grounds Department  Available for winter maintenance duties 1st Dec to 31 march |  |
| **Disposition** | Ability to effectively engage with, and influence people at all levels within and out with the organisation, e.g. Service  Managers and multidisciplinary teams of construction professionals.  Must be flexible and adaptable, and able to react to situations and divert attention when immediate action is required e.g. urgent site issues.  Ability to make decisions/take appropriate actions while under pressure caused by unexpected situations arising.  Required to have good attention to detail and ability to produce detailed reports and have good record keeping skills. |  |
| **Physical Requirements** | Fit for duties of the post and able to access all areas of site. |  |
| **Particular Requirements**  **of the Post** |  | Computer literacy |

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| **MAJOR RISKS IN DOING THIS JOB** |
| Building Sites – Exposure to various risks associated with construction activities (controlled by Contractors)  Substances Hazardous to Health – chemicals, dust, etc.  Electric Shock – Hidden services, working with electricity  Muscoskeletal Injuries – manual handling, lifting, handling, stooping stretching, twisting  Adverse Weather conditions – heat, wind, ice, rain, snow etc.  Noise – from power tools, within plant rooms, generator rooms etc.  Falls from Height – working at height e.g. steps, ladder, edge of flat roofs, (no adequate protection)  Fall of materials from height – as above  Slips, trips & falls – uneven surfaces, wet conditions etc.  Lone working – survey and inspection duties  Head injuries – activities involved in working at height, height restricted areas e.g. plant rooms, ducts – overhead pipes, supports etc.  Traffic – working near edge of roads, reversing vehicles, driving etc.  Fire / Explosion – Working with electricity, use of chemicals, storage of combustible material  Asbestos – asbestos containing materials exist in plant rooms, ducts etc.  Confined Space – restricted access, crawl ducts containing high-risk services, oxygen, steam, medical gases etc.  Burns – unlagged steam pipes  HAI - MRSA entering identified barrier rooms to carry out survey/inspection duties  Radiation – unauthorised access to identified radiation areas  Heat Stress - excessive heat – in certain plant areas. |