

Job Description: Grounds Worker

Post Title: Estates Grounds Worker	Post Reference:	
<p>Summary of the Role: To provide a high-quality grounds maintenance service within QEF's contracted sites in a safe and professional manner to ensure a pleasant external environment that is free from litter and to support building trades in carrying out their duties.</p> <p>Hours of work: 37.5 hours per week: (8.00am – 4.00pm)</p>	<p>Reports to: Chargehand/Supervisor</p>	<p>Base/Location: Queen Elizabeth Hospital, Gateshead</p>
		<p>Working Relationships & Contacts</p>
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Mowing of lawns, preparation and pruning of borders and hedges. • Minor tree surgery and general upkeep of horticultural areas • Leaf collection • Ensure general tidiness of grounds, including litter picking, road/path sweeping and emptying external bins • Snow clearing and gritting of roads and paths • Driving agricultural vehicles • Use of communication devices (Pager / Mobile / Telephone) • Assist with the placement of cones and barriers if/when necessary • Support and assist other trades as and when required • Use of pesticides and agricultural hand chemicals 	<ul style="list-style-type: none"> • Chargehand • Maintenance Staff • Estates Managers 	
<p>Job Dimensions: (problem solving, Decision making, impact, resource management including value, working environment, responsible for staff & equipment)</p>	<p>Performance Measures and KPIs</p>	
<ul style="list-style-type: none"> • Being responsible for and correct use of relevant tools, plant and machinery in line with Health & Safety guidelines • Interpret and work from routine instructions with minimum supervision • Flexible approach to the range of tasks required • An understanding of manual handling procedures 	<ul style="list-style-type: none"> • Compliance with all QEF policies & procedures • Service KPIs • Customer Service 	

Person Specification: (Please state Essential (E) or Desirable (D))		
Knowledge & Skills: <ul style="list-style-type: none"> • Full Driving Licence (E) • Ability to work unsupervised (E) • Experience of driving agricultural vehicles (D) • Ability to communicate effectively with members of staff and the public (E) 	Experience <ul style="list-style-type: none"> • Experience in a similar role (E) • Use of all relevant tools & equipment (E) 	Qualifications <ul style="list-style-type: none"> • A good level of general education
Core Behaviours	A team player, Good time management skills, organisational skills, a flexible approach to work	
Leadership Behaviours	Not applicable	
Job Conditions:	<p>Overalls, Uniforms and Personal Protective Clothing will be provided</p> <p>Car parking charges apply – a park and ride system is in operation.</p> <p>Overtime working may be required from time to time and the post holder will, on occasions, be asked to return to work to deal with emergency situations, which may arise outside normal working hours. Such as snow clearing and gritting.</p> <p>Participate in the winter team on call rota currently November to March (E)</p> <p>Hours worked beyond the normal working week will be paid for the appropriate overtime rates.</p>	

Organisational Chart

