

BISHOP GROSSETESTE UNIVERSITY - LINCOLN

JOB DESCRIPTION

Title of Post: Estates Technician (Landscapes)

Grade: 4

Responsible to: Estates Maintenance Officer

Job Summary

The primary role is to operate as a Grounds Maintenance Technician undertaking a range of tasks related to the maintenance of the grounds, both on and off campus, within the specified work programme.

Main Responsibilities

1. All flower beds and borders free of weeds, plants are maintained to ensure areas always look attractive and sufficient spring and summer bedding plants are grow as required.
2. All rose beds, herbaceous plants, hedges and trees are pruned regularly, and all lawns are mown when necessary.
3. All trees on campus are periodically checked for evidence of decay, fungal attack and pruning requirements.
4. To remove litter and ensure grounds are kept tidy and safe to use.
5. To spray paving, paths and roadways as necessary to keep areas free from weeds.
6. To mark out sports pitches as required.
7. All grounds maintenance equipment is serviced and maintained correctly.
8. Maintain health and safety compliance across the estate grounds whilst conducting any maintenance, repairs or servicing, including mandatory spraying documentation. Ensuring COSHH documentation is available for all chemicals, sprays and fertilizers used within the campus.
9. All hard landscaping and soft landscape in areas across campus are repaired and maintained as required.
10. Maintenance of the dog spending area during times of use, disinfecting to provide high levels of cleanliness for all users.

11. Ensure there are sufficient supplies of salt and materials to successfully implement the Universities Adverse Weather Plan and co-ordinate all salt spreading tasks within the campus grounds, LORIC and Ermine Library.
12. Co-ordinate and implement the regular cleaning and clearing of all the campus buildings guttering, supported by the Estates Maintenance Team.
13. Liaise, plan and co-ordinate works for special events such as Open Days and Graduations where the campus grounds may be affected or used during such events.
14. To be part of the first aider provision for the University Estate and maintain suitable qualification as appropriate.
15. To be part of the fire marshal provision for the University Estate and undertake the necessary training as directed by the University and Health & Safety officer.
16. It is a requirement of this post that the post holder is:
 - To drive all University vehicles;
 - Able to satisfy the University's insurance requirements with regard to driving those vehicles
 - To undertake ladder access work, including erection & use of tower scaffold equipment – for which training will be given.
17. Working 5 days out of 7 to be arranged (mainly Monday to Friday). Flexibility will be required to support weekend cover and participate in University events as required.
18. Undertake any other reasonable duties commensurate with the grade of the post as may be directed by the Estates Maintenance Officer, Campus Operations & Accommodation.

General University Responsibilities

- Attend appropriate training and development required for the post to enhance working skills to improve service delivery. Participate in staff development sessions, and contribute to the annual performance review process
- Comply with the University's Health and Safety Welfare Policy, legislation, and practice
- Maintain professional standards in relationships, including non-discriminatory practices
- The post-holder must operate within the guidelines, procedures, and regulations of the University
- The post-holder must operate within the University Financial Regulations, Diversity and Equality Policy and other relevant University policies

PERSON PROFILE

GROUNDS MAINTENANCE TECHNICIAN

	Core	Supplementary
Educational/qualifications and special training	<p>Good general level of education to GCSE standard.</p> <p>NVQ 2 or equivalent qualification/experience in related areas e.g. Horticulture, Sports Turf or Maintenance of amenity facilities</p> <p>Valid current driving licence for driving all University vehicles and able to satisfy the University's insurance requirements with regard to driving those vehicles.</p>	<p>Qualified to NPTC Pa1, Pa6 (knapsack) to undertake spraying of grounds (Training provided)</p> <p>Health & Safety Qualification.</p> <p>First Aid Qualification</p> <p>Fire Marshal training (delivered by the University HSO)</p>
Knowledge and skills	<p>Basic IT skills e.g. email and word</p> <p>Very good communication skills both written and verbal.</p> <p>Good interpersonal skills, including the ability to influence, persuade, negotiate, and network.</p> <p>Work collaboratively at all levels within the University and externally.</p> <p>High standards of personal and professional integrity.</p>	<p>Vocational Training i.e.</p> <p>Risk Assessments</p> <p>Fire Safety Awareness</p> <p>Asbestos Awareness</p> <p>Manual Handling</p> <p>Moves Management</p>
Experience	<p>General grounds maintenance experience and operation of grass cutting machinery.</p>	<p>Experience of working within higher or further education.</p>

<p>Personal attributes</p>	<p>Conscientious, enthusiastic, self-motivated</p> <p>Ability to work both on own initiative and as part of a team</p> <p>Methodical with an eye for detail</p> <p>Be prepared to demonstrate a commitment to working effectively and efficiently in the University</p> <p>Flexibility in approach to work and willing to undertake further training as required</p> <p>Able to do physically demanding work</p> <p>Service oriented and customer focused.</p> <p>Ability to be calm and decisive under pressure.</p>	<p>Customer focused; willing to offer help and support, approachable.</p>
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