

# Groundwork in Greater Manchester Job Description



<b>Job Title:</b> Groundworker	<b>Job / Post Ref:</b> GW
<b>Salary Range:</b> £23,000 – £24,000 ( Salary based on skills, qualifications and experience)	
<b>Contract Type:</b> Permanent	<b>Hours of work:</b> 39.5 hours per week
<b>Business Unit:</b> Groundwork Fencing and Landscaping	<b>Location:</b> Ashton under Lyne, Tameside
<b>Reporting to:</b> Groundwork Fencing and Landscaping Supervisor	<b>Responsible for:</b> Site labourers
<b>Special conditions:</b> Flexible working hours may be needed.	

## Main Purposes of the Post

- To undertake groundworks tasks at the properties of tenants of a large social housing provider
- To provide on-site supervision for labourers working as part of a small team

## Duties of the Post

- Ensure the safe and efficient running of individual jobs on site, planning and prioritising required tasks and following all risk assessments and method statements, to ensure effective and timely completion of work
- Personally undertake the implementation of groundwork tasks including drainage, gullies, kerbs, paths, flagging, tarmacing and concreting to agreed specifications and standards
- Provide day to day supervision and allocation of tasks for any labourers working with you
- To maintain good working relationships with clients' representatives
- To maintain positive relationships with tenants and other members of the public affected by works on site
- Ensure that all work documentation is correctly completed and returned to the main office each day
- To use mobile system to photograph and record works on site and record tenant feedback where required
- To be responsible for checking materials and equipment are as ordered prior to signing delivery notes and storing appropriately
- To undertake routine maintenance of your vehicle, tools and equipment, completing all relevant log sheets. To ensure that security protocols are followed to ensure that tools and equipment are stored securely and safely at all times when not in use.

- To ensure that all activities are carried out in compliance with all statutory health and safety requirements, our Health and Safety Policy and that of our clients and stakeholders
- To wear correct PPE for all tasks and ensure labourers do the same
- To follow all risk and COSHH assessments, ensuring labourers do the same, to undertake dynamic risk assessment on site and deliver tool box talks as required
- Any other duties that may reasonably be requested by the Supervisor or Contracts Manager.

**General Requirements**

- Adhere to all Trust policies and procedures, including our accredited Environmental and Quality Management Systems, undertaking responsibilities at the level appropriate to the role
- Undertake training relevant to the post and to personal development

## Person Specification Fencing and Landscaping Supervisor



	Essential	Desirable
<b>Education / Training</b>	<ul style="list-style-type: none"> <li>• Full driving licence</li> <li>• Educated to 'O' Level / GCSE or equivalent</li> <li>• Current CSCS card</li> <li>• Abrasive wheel use and manual handling trained</li> </ul>	<ul style="list-style-type: none"> <li>• L2 General Construction Operative or equivalent qualification</li> <li>• First Aid at work</li> <li>• NRSWA Operative</li> <li>• Relevant CPCS plant operator licence e.g. excavator</li> <li>• Entitlement to drive vehicle with trailer</li> <li>• Cat and Gennie</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Experienced in setting out and implementing range of groundworks tasks including kerbs, paths, drainage, gullies, concreting, flagging</li> <li>• Sound knowledge and experience of site based health and safety management</li> <li>• Experience of delivering projects to deadlines</li> <li>• Experienced in using, and maintaining, wide range of tools and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced at laying tarmac surfacing</li> <li>• Experience of working at residential properties for a social housing provider</li> <li>• Experience of supervising people on site</li> <li>• Experience of driving with trailer</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills</li> <li>• Good time management and personal organisation skills, able to work to agreed deadlines</li> </ul>	

	<ul style="list-style-type: none"> <li>● Good record keeping skills</li> <li>● Good team player and able to create an inclusive team environment</li> <li>● Good problem solving skills</li> </ul>
<b>Values and Attitudes</b>	<ul style="list-style-type: none"> <li>● A commitment to providing excellent service for customers</li> <li>● A positive approach to supporting people new to the workplace, including young adults or people with a criminal record</li> <li>● A commitment to prioritising health and safety</li> <li>● A commitment to getting work right first time and ensuring continuous improvement in quality of work</li> <li>● A positive attitude towards equality and diversity</li> <li>● Able to work flexible hours if required</li> <li>● Show a commitment to the aims, objectives, mission and vision of Groundwork</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> <li>● This post will be subject to a basic DBS check</li> </ul>