

Job Description

Job title	Ground Maintenance
Profession:	-
Band:	-
Directorate	Customer
Accountable to	Delivery Manager

Job Purpose: To assist in carrying out grounds maintenance tasks, general cleaning services and waste disposal outside of Sovereign Network Group (SNG) properties in accordance with regulatory requirements, prescribed work schedules and SNG's established standard policies and procedures set for delivery of exceptional customer service.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports.

Autonomy: Direction set by the Delivery Manager

Key Accountabilities:

- Working within clearly defined processes on tasks to meet time frames set by line manager whilst being accountable for individual results and the impact these may have on SNG.
- To assist as directed in the carrying out of ground maintenance work and associated tasks, to include work at height, in confined spaces, outside in all weather and the use of high powered/commercial gardening equipment in order to meet work schedules.
- Collect and distribute all necessary materials and equipment required to effect works identified ensuring all plant and tools are maintained and in clean order.
- Participate effectively in Mobile Working by accurately operating the electronic recording system where issued, or paper systems, to record job order/s including transmission and maintenance of timesheets, work completion status, vehicle records, materials management and progress against target objectives set for, time, cost and quality.
- Participate in the delivery of Out of Hours call out service in accordance with SNG's current policies and procedures.
- Operate within the existing SNG Code of Conduct promoting a positive image as a local community service provider to ensure all customers receive the best possible effective and efficient service.
- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to SNG's corporate objectives.

- Observe and comply with policies and procedures for Health and Safety at Work and observe and continually promote equal opportunities and customer care in compliance with organisational aims and objectives.
- Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.

Knowledge and Skills:

- Undertake general grounds maintenance on estates, play areas and void properties.
- Grass cutting and strimming.
- Pruning, weeding and spraying.
- Hedge cutting.
- Turfing and seeding.
- Sweeping and clearing paths and hard standings.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job Code	Author	Date created/modified	Effective date
1.0	4010	NH – New Brand Template	Jan 2021	Jan 2021
2.0	4010	Claire Dinsey (new template only) SNG	May 2024	