



Job Description



Job Title: Groundsperson & Maintenance Worker
Department/Team: Field Operations
Location: Animal Centres
Line Manager's Title: Animal Centre Managers

1. Overall Job Purpose

To maintain the grounds and buildings of the Animal and Equine Centre.

To provide care and maintenance of buildings, 100 acres of land, fixtures and fittings, equipment, machinery and grounds in order that the sites are both safe and operational for staff, visitors and animals in care.

2. Structure

See Establishment Structure Charts

3. Key Tasks/Job Description

- Maintain and manage grassland and paddocks including fertilising, harrowing, rolling, sweeping, topping, cutting, , haymaking and weed control.
- Maintain garden and grounds (in conjunction with outside contractors where necessary) to the required standard and as directed. This includes grass cutting, cutting back brambles, nettles and overgrowth and disposing of cuttings. To maintain and securely store gardening equipment.
- Routine maintenance, identification and remedy of defects to external lights and signs, water pipe work including underground drains, external paving, paths, steps, ramps, car parks, gutters, fixtures and fittings, furniture, equipment, machinery, tools, fences and gates (list not exhaustive).
- Routine maintenance, identification and remedy of defects of all animal accommodation enclosures exercise areas and associated fixtures and fittings, in order to ensure the safety and functioning of the site.
- Minor repairs and redecoration to internal and external items/areas including doors, windows, floor coverings, outbuildings, animal accommodation, fences, gates etc which are within the technical expertise of the post holder (ie certain electrical repairs will be undertaken by qualified electrician).
- Test and maintain security and fire alarm systems and process according to the Health and Safety Policy.
- Drive/operate the Society vehicle(s) as required and carry out routine

maintenance checks, including ATV, tractor and tractor mounted implements and trailers. Arrange annual servicing.

- Assist with handling, loading and transporting animals when required to Vets, PBE etc. This may include the handling and movement of carcasses, both domestic and equine. Also may be required to restrain equines for euthanasia.
- Inspect and maintain all equipment, tools, and machinery provided and store in a tidy and safe condition. Arrange annual safety tests and checks for specialist equipment in order to ensure the provision of a safe working environment.
- Observe all manufacturers instructions and safety advice for all equipment , tools, materials etc utilised. Maintain records of manufacturers' instructions and safety advice and instruct staff in the best practice use of equipment.
- Undertake PAT testing (where qualified to do so).
- Assist other employees/volunteers with duties such as moving/cleaning wheelie bins, emptying and distributing donation bins containing newspapers, towels, food bedding etc and stacking bulk deliveries of food/litter/fodder/bedding.
- Ensure the safety of premises for staff through the maintenance of good levels of tidiness and security of the stores and workshop.
- Oversee the work of external contractors on more significant maintenance requirements and agricultural work providing guidance and ensuring that the job is done to specification and with minimal disruption to the Centre/Hospital.
- Act as lead to volunteers on maintenance tasks. To supervise work carried out and ensure it is to an acceptable standard.
- Assist with risk assessments for all maintenance tasks and the six monthly safety audit on site in order to maintain and improve safety on site for staff, visitors and animals.
- Advise the Centre Manager of all outstanding upkeep, maintenance and repair items which are beyond the Maintenance Workers capacity or capability, or that are covered by maintenance contracts.
- Undertake any other duties as requested by management.

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the Society Code of Conduct.
- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.

4. Person Specification

- Please see person specification attached (appendix A)

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This job description is a statement of the job content required as of April 2018. It should not be seen as precluding future changes.

PERSON SPECIFICATION**Groundsperson & Maintenance Worker**

	ESSENTIAL	DESIRABLE
PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS	GCSE level qualifications or equivalent.	HND in Agriculture or City and Guilds or equivalent (including grassland management). Qualification in electrical engineering or plumbing e.g City and Guilds or equivalent.
EXPERIENCE	<p>Experience in care of land/grounds and annual maintenance for grazing purposes.</p> <p>Experience of farm animals appropriate machinery above and maintenance and grassland management.</p> <p>Experience in the production of an annual hay or haylage crop of an adequate quality for equine use.</p> <p>Proven experience in a maintenance/handyman/groundsman role i.e. electrical, carpentry, fire alarms, construction, plumbing and decorating.</p> <p>Experience of supervising contractors.</p> <p>Experience of use of wide range of hand and power tools and the maintenance of these.</p>	
SKILLS AND COMPETENCIES	<p>Good verbal communication / interpersonal skills</p> <p>Full valid driving licence and ability to tow.</p> <p>Able to prioritise tasks independently and under pressure</p> <p>Interpersonal skills - working as part of a team</p> <p>PAT testing qualifications</p>	
PERSONAL QUALITIES	Insert any additional information as set out in Section F of RPQ	

SPECIAL CIRCUMSTANCES (if any)	Competent to drive a large tractor with front loader and associated attachments.	
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