

Evaluation Date	
Grade	

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Horticultural Engineer</b>	<b>Reports to:</b>	<b>Golf &amp; Grounds Maintenance Manager</b>
<b>Department:</b>	<b>Golf &amp; Grounds Maintenance</b>	<b>Location:</b>	<b>Silverknowes GC</b>
<b>Work Pattern:</b>		<b>Contract Status:</b>	<b>Full-Time Permanent</b>

### BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

**welcoming** all,  
each one of us **caring** about what we do,  
being **passionate** about how we do it,  
and feeling **proud** of what we achieve

### JOB PURPOSE

To maintain and repair golf and grounds maintenance machinery and equipment ensuring that everything is kept in optimal working condition. You will plan your work ensuring efficient use of labour and materials and conduct your work adhering to safe systems of work and health and safety practices.

### KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
1. Carryout planned and reactive repairs and maintenance of golf and grounds maintenance equipment. <ul style="list-style-type: none"> <li>a. Create a schedule for equipment checks and ongoing repairs ensuring these are completed on time and to standard</li> <li>b. Communicate the schedule to golf and GM teams to ensure their needs are met</li> </ul>	80%
2. Order materials, spare parts in line with Edinburgh Leisure's procurement procedures and budget guidance	20%

<b>RESPONSIBILITY FOR RESOURCES</b>	
<b>Responsibility for staff:</b>	N/A
<b>Salary bill for all staff reporting:</b>	N/A
<b>Responsibility for finance and level of financial control:</b>	Makes recommendations for purchase of equipment to the value of £40,000.00
<b>Responsibility for Physical Resource:</b>	Daily use of large machinery and equipment, responsible for its maintenance, repairs and replacement when required (subject to appropriate approval)
<b>Responsibility for Data and Information:</b>	Maintain accurate records of repairs, H&S checks.

## **GUIDELINES AND EXPECTATIONS**

<b>Authorities &amp; Limitations</b>
<ul style="list-style-type: none"> <li>○ You will action work programmes, organising your jobs in an effective manner to keep equipment and machinery operational and limit the impact any breakdowns have on potential service disruption.</li> <li>○ You will use your skills and knowledge to determine faults and make the necessary repairs or if necessary source a replacement.</li> <li>○ You will ensure that you and those working with you (if applicable) are working in a safe and efficient manner</li> <li>○ You will be required to: <ul style="list-style-type: none"> <li>○ Repair and service diesel and petrol engines, fuel systems, ignition systems, electrics, transmissions, hydrostatic and hydraulic systems</li> <li>○ Use sharpening and grinding equipment including cylindrical and surface</li> <li>○ Use arc, mig and gas welding equipment</li> <li>○ Carryout puncture repairs</li> <li>○ Ensure your own equipment and tools are well maintained and stored appropriately</li> </ul> </li> </ul>

<b>Communication &amp; Representing the Organisation</b>
<ul style="list-style-type: none"> <li>○ Provide regular updates to the wider golf and GM team on works progress.</li> <li>○ Keep accurate records relating to your tasks including risk assessments, H&amp;S checks etc.</li> <li>○ Build and develop your own core skills and technical knowledge to ensure you are keeping abreast of industry best practice.</li> <li>○ Ensure your personal behaviour and conduct reflects Edinburgh Leisure's behaviour standards including when you are driving our vehicles.</li> <li>○ Use a variety of means to communicate, telephone, email and internal computer systems</li> </ul>

<b>Safeguarding Our Customers</b>
<p>Take an active role in the safety of yourself and your colleagues in the work place. Act to fix or report any potential hazard.</p> <p>You must understand and fulfil your role (following training) in:</p> <ul style="list-style-type: none"> <li>• Edinburgh Leisure's Health &amp; Safety policy</li> <li>• Edinburgh Leisure's Child Protection policy</li> <li>• Your venue's Emergency Action Plan</li> <li>• Your venue's Normal Operating Plan</li> </ul>

<b>Problem Solving</b>
<ul style="list-style-type: none"> <li>○ You will need to identify the underlying cause of breakdowns and machinery failure and consider all options before deciding the solution, considering cost and time of repair etc.</li> <li>○ Carryout testing following repairs to ensure things are working as they should</li> <li>○ Manage your time effectively, at times working under pressure to meet urgent timescales</li> </ul>

<b>Impact on Organization</b>
<p>By ensuring our golf and GM equipment and vehicles are serviced, well maintained and repaired you will enable your colleagues to deliver a great service to our customers.</p>

<b>JOB DEMANDS</b>	
<b>Physical</b>	This is a physical role, working with various machinery, tools, oil, grease and dirt
<b>Mental</b>	You will need to be organised and deliver to your planned and agreed schedule of works.
<b>Emotional</b>	There are no adverse emotional demands in this role
<b>Environmental</b>	Work will be carried out in a workshop or outdoors as required.

**PERSON SPECIFICATION**

Factor	Essential	Desirable
<b>Qualifications and Attainments:</b>	<ul style="list-style-type: none"><li>• SCOTVEC, SVQ, City and Guilds level 2 or 3, HNC or HND Horticultural or Agricultural engineering, plus relevant experience.</li><li>• Served a recognised apprenticeship in horticultural or agricultural engineering.</li><li>• A full UK driving licence with C1 +E on licence.</li><li>• Relevant John Deere and or Ransomes qualifications and experience.</li></ul>	Toro or other manufacturers qualifications and experience.
<b>Knowledge and Experience:</b>	<ul style="list-style-type: none"><li>• Minimum of two years post apprenticeship (not directly supervised) experience.</li><li>• Ability to carry out electrical fault finding and repairs.</li></ul>	<ul style="list-style-type: none"><li>• Ability to weld and fabricate materials when required.</li><li>• Competent in the operation of a Jupiter mower cylinder and bottom blade grinding machine or similar</li></ul>
<b>Additional Requirements (e.g. competencies):</b>	<ul style="list-style-type: none"><li>• Computing – able to use MS Office (Word, Excel and Outlook)</li><li>• Numeracy – able to analyse and interpret numerical data</li><li>• Communications _ able to retain and communicate information and have an ability to alter your approach to suit the situation.</li></ul>	

**DISCLOSURE/PVG REQUIREMENTS**

Basic

**I have read and understand this job description and I am clear about what is expected of me in this job.**

**Signed .....**      **Date .....**