

Evaluation Date	
Grade	11

JOB DESCRIPTION

Job Title:	Greenkeeper/Grounds Person	Reports to:	Golf and Grounds Duty Manager
Department:	Golf	Location:	Various
Work Pattern:	35.75 hours per week	Contract Status:	Permanent FT

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

Your role is to maintain our sport turf areas as well as the general upkeep of our outdoor and green space at all our facilities. This will ensure that our facilities are fit for purpose and enhances the appearance of our buildings and outdoor areas.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
1. Carry out a range of maintenance and green-keeping tasks to ensure our sports pitches, outdoor and green spaces are well tended to.	100%
2. Plan for, and carry out tasks in an efficient manner so that works are undertaken in accordance with weather conditions and outputs meet agreed timescales for completion.	
3. Ensure efficient usage of labour, materials and machinery and that safe working practices are adopted in accordance with Health and Safety legislation and Edinburgh Leisure	

<p>procedures. This may include use of:</p> <ul style="list-style-type: none"> a. Tractor, power tools and light equipment b. Herbicides, pesticides and other relevant chemicals <p>4. Ensure that all equipment and machinery checks are carried out and recorded and report any faults and repairs.</p>	
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RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	No direct reports
Salary bill for all staff reporting:	none
Responsibility for finance and level of financial control:	N/A
Responsibility for Physical Resource:	Regular use of maintenance equipment and hand tools and horticultural chemicals.
Responsibility for Data and Information:	Update and maintain H&S checks e.g. machine logs, equipment checks etc.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<ul style="list-style-type: none"> You are required to plan your schedule of works in collaboration with your line manager most elements will be planned however you may need to respond to unplanned, maintenance jobs which require immediate action. You have some freedom to choose how you approach your jobs and prioritise when they are done. Take action to ensure a safe working environment is maintained at all times, take action to address any areas of concern. Make recommendations to your manager for improvement of operations in Golf and Grounds. Should you require additional support you will have access to your manager for assistance. Ensure your working environment is kept clean and tidy at all times.

Communication & Representing The Organisation
<ul style="list-style-type: none"> You are expected to actively engage with staff and customers. Positively contribute towards the customer experience and journey. Actively engage and cooperate in team meetings. Keep clear, accurate and complete data records and make available for audit purposes. Keep up to date with all staff communications through email, department handover and staff correspondence Provide regular updates on works progress as required

Safeguarding Our Customers
<ul style="list-style-type: none"> • Take an active role in the duty of care to yourself and customers – take action if you see a potential hazard • Employees are expected to co-operate with Edinburgh Leisure to enable it to carry out its health and safety duties and responsibilities. • Understand and fulfil your role (following training) in: <ul style="list-style-type: none"> ○ Edinburgh Leisure’s Health and Safety policy ○ Edinburgh Leisure’s Child Protection policy ○ Your venue’s Emergency Action Plan (EAP) ○ Your venue’s Normal Operating Plan (NOP)

Problem Solving
<ul style="list-style-type: none"> • On occasion you may have to deal with some challenging situations with and are expected to manage these in a calm and professional manner. • Deals directly with problems without relying on others to make decisions for them • Makes timely decisions • Balances conflicting demands and responds to changes in priorities • Gathers and analyses all relevant information when problem solving

Impact On Organization
<p>Your role is to improve the physical environment of our outdoor spaces which in turn contributed to the delivery of a great experience for our customers.</p>

JOB DEMANDS	
Physical	<p>This is a physical role where you will be regularly on the move; walking, lifting and carrying to carry out tasks commensurate of this role.</p> <p>There is a requirement to work flexibly, including evenings and weekends a good level of fitness is required.</p>
Mental	<p>This role requires drive and commitment. There will always be the need to be able to respond effectively to unforeseen situations. You must remain alert at all times to be able to respond quickly to all situations.</p>
Emotional	<p>For the most part you will be working on your own but also contributing to the work of the team. You will come into contact with customers as you carry out your roles and you are expected to be professional and courteous at all times.</p>
Environmental	<p>The role is primarily an outdoor post and may include working in cold and damp environment at times appropriate clothing will be provided.</p>

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	SCOTVEC, SVQ, City and Guilds level 1, 2 or 3, HNC, HND or relevant experience	Spraying certificates: PA1 & PA6 (LANTRA) Certificate of training –Chainsaw maintenance, cross-cutting and felling trees Certificate in: Safe use of abrasive wheels (PUWER) compliance
Knowledge and Experience:	Literacy – able to read, interpret and understand written documents	
Additional Requirements:	Demonstrates 'everyone' behaviours as outlined in Edinburgh Leisure's behaviour standard Essentials.	

DISCLOSURE/PVG REQUIREMENTS
A BASIC disclosure is required for this post.

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

Signed **Date**