

## Job Description

### Grounds Operative

<b>Position:</b> Grounds Operative	<b>Department:</b> Groundskeeping	<b>Reporting to:</b> Head of Grounds & Estates, with matrix reporting to Deputy Head of Grounds & Estates
<b>Salary:</b> £23,809.50 per annum	<b>Contract:</b> Permanent	<b>Hours per week:</b> 37.5 Hours (5 days out of 7) – to include weekends, evenings and matchdays

**Job purpose:**

To prepare and maintain sports playing surfaces.

**Role Competencies:**

**Planning Timescales:**

- Carry out weekly work and daily tasks as instructed to prepare and maintain sports playing surfaces and facilities to the highest possible standards across all sites, under the guidance of the Head of Grounds and Estates.

**Decision Making:**

- Make day to day operational decisions based on instructions.
- Seek guidance for decisions beyond daily responsibilities.

**Impact & Influence:**

- Work alongside other team members to provide support in other areas of the organisation as and when required to promote best practice.
- Be polite, courteous, and professional in daily interactions to support effective team working.

**Skill Level:**

- Ability to accurately execute and comply with both verbal and written instruction.
- Ability to follow a plan of works set and meet deadlines.
- Ability to work under strict health and safety procedures.
- To work at an energetic and efficient pace to ensure tasks are completed each day/week and in compliance with health and safety protocols.
- Ability to perform minor maintenance and repair tasks in a professional, effective, and safe manner.

**Communication:**

- Ensure timely liaison with relevant staff to allow effective communication and reporting on grounds and health and safety matters related matters, as and when required.
- To attend and contribute to any departmental, management, Club or other meetings that are arranged where relevant to your role.

**Budget Management:**

- Ensure any financial actions within own remit.

**Lead & Develop:**

- To support the team where required.
- To actively participate in CPD to enhance knowledge and skill.

**Operating Parameters:**

- To actively contribute to the creation of a high-performance environment by ensuring all duties are completed with pride, consistency and to the best of your ability.
- Set out, mark and maintain sports pitches and amenity areas.
- Prepare, repair and renovate playing surfaces.
- Correctly use and maintain all PPE, powered and non-powered tools, machines, vehicles and equipment necessary for the job.
- Ensure health and safety in the workplace by ensuring compliance with the Health & Safety at Work Act and all instructions relating to the use, control, storage of materials/equipment and information/data collection necessary for the performance of tasks.
- Assist with the operations of the Ground and Estates Department across various events including but not limited to football, rugby and concerts.
- Assist with any other reasonable duties as directed by management staff

**Essential & Desirable Job Criteria:**

- A desire to attend training courses as required for the post. (E)
- A strong 'can do' attitude. (E)
- Have a polite and courteous manner. (E)
- The ability to adapt to different, changing, and challenging situations. High level of motivation and enthusiasm. (E)
- Calm and efficient and be able to work under pressure. (E)
- Ability to work independently under your own initiative and as part of an extensive high-performance grounds team. (E)
- Honest and trustworthy with a high level of confidentiality and integrity. (E)
- Flexible approach to work, willingness to work unsociable hours to dedicate time to the programme as the schedule determines. (E)
- Comfortable working in all seasonal weather conditions. (E)
- A Full clean Driving License. (D)
- Experience of working to deadlines with high standards. (D)
- Experience of using powered machinery and tools. (D)
- Currently working in sports turf, horticulture or a similar industry or looking to commence a career in sports turf. (D)
- A qualification in Horticulture or Sports Turf. (D)
- Previous experience operating any of the following machines used in sports turf and horticulture such as: tractors, tractor attachments and ride on mowers. (D)
- To ensure that equality, diversity and inclusion is maintained and developed across all programmes and areas of the business.

**Safeguarding** - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

**Equality & Diversity** – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total: 50

Level: 1

### **Addendum to the Job Description of Grounds Operative**

**This role contains physically demanding aspects which we determine to involve the following:**

- Walking – there is a lot of walking associated with this role, as an example there is a requirement to mow the football pitch which could be a walk in excess of 10km.
- Standing – there will be periods of long standing, as an example there is a requirement to stand and slow walk for 3 hours while divoting a pitch.
- Bending – there will be a requirement to bend while completing task such pitch marking, weeding, divoting and cleaning equipment.
- Stretching - there will be a requirement to stretch while completing task such pitch marking, weeding, divoting and cleaning equipment.
- Lifting - there will be a requirement to lift heavy objects, such as a bag of fertilizer which weights 25kg.
- Carrying - there will be a requirement to carry heavy objects, such as a container of liquid which weights 25kg.