**POST TITLE:** Multi Skilled Grounds Maintenance Operative

**LOCATION:** Exeter Airport

**RESPONSIBLE TO:** Head of Estates and Business Continuity and

Motor Transport Manager (Directly)

**STATEMENT OF PURPOSE:**

Reporting directly to the Motor Transport Manager, the Multi Skilled Operative with an agricultural and land maintenance background will be responsible for the delivery of various planned and reactive grounds maintenance tasks. The successful applicant will work as part of the current Estates team, they will need to be able to complete various tasks to a high quality standard and in a timely manner. They will work under the direction of the FM manager and will be responsible for updating the team on progress.

**KEY RESPONSIBILITIES:**

* Deliver planned and adhoc maintenance tasks as directed by the Motor Transport Manager to ensure the availability of the assets.
* Grass Cutting, Tractor driving, Hedge Cutting, light manual fencing and gate repairs undertaken when required.
* Emptying Waste Interceptors and Foul Interceptors with a tractor & towable tanker.
* Assist the MT Manager with mechanical maintenance on various items of fleet and equipment.
* Ensure all grounds maintenance vehicles are cleaned and valeted after significant use.
* Ensure all works are completed efficiently to a high standard.
* Observe the highest levels of health and safety at all times.
* Liaise closely with other departments to ensure efficient response to all works either being carried out by yourself or sub contractors employed by EDAL.
* Ensure accurate records are maintained
* Provide exceptional maintenance services to our facility and go the extra mile to deliver to the highest quality standards in all areas
* Liaise with sub contractors, ensure works are completed safely and to a high standard.
* Carry out escorting duties as and when required in order to facilitate works at the airport
* Flexibility in assisting during any business critical disruption when required.

This is a generally a Monday to Friday daytime position however, at times there will need to be a flexibility to work ‘out of hours’ to accommodate the needs of the department.

This job description outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

**I have read and acknowledge the content of the above job description:**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_