

JOB DESCRIPTION

Job Title: Gardener/Handyperson

Department: Housing

Reporting to: Contracts Supervisor

Responsible for: N/A

Main Job Function:

- To represent Papworth Trust in a professional manner as a service provider of maintenance services
- To carry gardening/estate management tasks
- To carry out handyperson tasks

Main Duties:

Gardening

- To carry out day to day gardening/estate management services covering public land/estates/shared gardens/specific contracts utilising main skill trades as appropriate including:
 - grass cutting,
 - management of borders,
 - weeding,
 - gritting,
 - hedge/bush/small tree cutting/strimming/pruning,
 - woodland inspection,
 - groundworks,
 - fencing,
 - gutter clearance,
- Use lawn mowers, strimmer's, hedge and bush cutters, tractors, trailers to maintain the green spaces
- Advise on the health of bushes and small trees
- Start work early to grit designated sites seasonally in accordance with frost reports

Handyperson

- To carry out day to day handyperson works utilising main skill trades as appropriate e.g. carpentry, plumbing (taps/washers/leaky pipes), minor adaptations, flooring etc
- To report additional recommended repairs and preventative maintenance to Contract Supervisor

General

- To ensure that work is carried out effectively, efficiently timely and in line with the Trust values
- To undertake further training as required
- To have a flexible approach to working hours to ensure that jobs are completed or taken to key stage where they can safely be left
- To be a part of an on call out of hours rota to cover emergency repairs
- To carry out Estate and Home Inspections when required
- To keep any relevant vehicle stocked with agreed items and replenish stock appropriately on a regular basis
- To keep vehicle in clean and tidy condition at all times

Safeguarding

- To safeguard the health, well-being, and safety of the customers we work with, some of whom may be classed as vulnerable people or adults at risk. In the event of a risk to a customer becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the appropriate policy and procedure.
- Report any safeguarding concerns to your Line Manager

Health and Safety

- To ensure that tools and equipment are adequately maintained and serviced
- To report issues related to vehicle roadworthiness.
- To attend training/toolbox talks for Health & Safety awareness
- Work within the organisations Health and Safety policies and procedures
- Be responsible for your own safety reporting any accidents or near misses to your Line Manager
- Highlight any concerns over equipment, processes or activities whether in house or by contractors or others to your Line Manager
- When working in an office report any defects to your Line Manager

In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required.

Date of Description: October 2023

Job Description Ref: Gardener/handyperson

Prepared by: Senior Business Manager - Property

Person Specification

Job Title: Gardener & Handyperson	Essential/ Desirable
Skills	
Competency in the following areas: <ul style="list-style-type: none"> • grass cutting – e.g. gardens, fields, public areas, avoiding mulching • fencing/ground works/gutter clearance/outside works • bush/hedge cutting/trimming • gravel spraying 	Essential
Ability to manage workload and meet deadlines and targets	Essential
Ability to show empathy with customers	Essential
Ability to carry out handyperson tasks e.g. carpentry, plumbing, minor adaptations, non-certifiable electrics	Essential
Knowledge	
An understanding of a gardening, estate management	Essential
Understanding of Health and Safety and, Risk Assessments	Essential
Experience:	
Using tractors, long pole arms, tipper van, – please state level of competency and any certification achieved	Desirable
Experience of gardening/handyperson work	Essential
Flexible and adaptable approach to working incl. out of hours	Essential
Other requirements of the role	
A personal affinity with the values of The Papworth Trust, and a commitment to the strategic outcomes of the charity.	Essential
Full driving licence	Essential
Basic tool set to be provided by employee, (hand tools)	Essential
Disclosure and Barring Service (DBS) Enhanced Check **	Essential

*Alternative arrangements will be considered for candidates who are disabled.

**As part of the conditional offer of employment a satisfactory DBS check will be required.