

## ROLE PROFILE

<b>ROLE TITLE</b>	Estate Services Senior Operative
<b>DEPARTMENT</b>	Property Services
<b>DIRECTORATE</b>	Customer Services
<b>RESPONSIBLE TO</b>	Estates Team Manager
<b>RESPONSIBLE FOR</b>	

<b>ROLE PURPOSE</b>	<i>One or two sentences giving a simple statement of why the role exists</i>
<p>As part of the Estate Services team to provide operational support services to Estate Operatives within a specified area. Also to provide logistical support to the Estate Managers.</p> <p>Carry out all work as directed and to the standards as defined in the Grounds Maintenance and horticultural specification or as otherwise directed. And as necessary, Carry out driving duties as required in the undertaking of all the horticultural operations detailed below.</p>	

<b>ACCOUNTABILITIES / RESPONSIBILITIES</b>	<i>Statement of the main areas of accountability and responsibility</i>
<ul style="list-style-type: none"> <li>• Co-ordination and preparation of ground for and the planting and staking of, trees annual bedding, shrub borders, rose beds, rockeries and herbaceous borders.</li> <li>• To work with the Resource Scheduler to support Estate Services in the management and implementation of the staff rota maximizing operative productivity and reducing mileage/travel time. To include delivery of services, areas of work and operative resource deployment. This will also include the deployment of the response team to complete raised tasks.</li> <li>• Investigate relevant tasks raised by the Estates Team Administrator or as directed by an Estates Team Manager.</li> <li>• To be responsible for keeping the asset register up to date to ensure that machinery and equipment is used, maintained and serviced appropriately by regularly monitoring the condition of equipment. This will also provide the Insurance team with an up to date list.</li> <li>• Working with the management team ensure operative staff have the relevant licences and training to safely use chemicals and any equipment on site (i.e. PA1 and PA6 licences, up to date COSHH training, etc).</li> </ul>	

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Date: June 2020

Job Code: X0874

- Provide competency training to operative staff on the safe use of equipment, tools and machinery required to execute their day to day duties on sites. Carry out practical/technical induction of new staff to the business to include use of equipment, stores, site safety, machinery and chemicals.
- To be available to direct residents' enquiries to the appropriate office or officer and offer first hand advice to residents, contractors and utility suppliers on estate issues.
- To be accountable for ensuring personal protective equipment and machinery is ordered, distributed and maintained, ensuring it is safe to use and that stocks of chemicals and equipment are stored appropriately and conforms to COSHH regulations. To ensure the Orbit's Health & Safety policy and procedures are followed by operative staff. This will involve regular spot checks, inspections and audits of operatives and work practices.
- Act as the internal point of contact for providing quotes for works on estates that fall outside of the normal day to day operational requirements.
- Complete regular inspections, inventories and audits of the condition of operatives' equipment and vehicle ensuring the safe and correct use and maintenance. To also provide the completed annex to the Estates Team Co-ordinator to file.
- Completing electronic quality monitoring of in house and contractor sites.
- To participate and co-ordinate the gritting and/or removal of ice/snow in the car parks of any designated Orbit office in the Midlands.
- Attend any meetings as directed by the ETM's.
- Complete monthly vehicle inspections with operatives and provide back the completed annex to the Estates Team Co-ordinator.

**KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS**

*The tools needed to do the role*

Essential	<ul style="list-style-type: none"> <li>• Must hold a current full UK driving licence and the willingness to drive the association's vehicles including vans and tipper transits.</li> <li>• Must have the capability to operate machinery and equipment such as petrol mowers, strimmers, floor cleaning apparatus and electric hand power tools.</li> <li>• Must have the ability and willingness to work internally and externally during all seasons.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Must be able to fulfil the physical requirements of a manual post.</li> <li>• Experience of working in a similar or related environment or post.</li> </ul>
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Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	