

## Position Description

**Position:** Grounds and Maintenance Officer  
**Department:** Operations  
**Reports to:** Operations Manager  
**Direct Reports:** None

### Key responsibilities:

- Ensuring Enatel's gardens and lawns on all sites are kept to a high standard
- Helping with café dishes and rubbish dumped into main bins
- Yard work and cleaning daily – ensure rubbish and yard is clean
- Helping with staff functions as required

### Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

### Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

### Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.
- Segregating waste correctly and safely including hazardous waste
- Emptying of waste bins into correct skips and cages
- Safe handling and storage of hazardous substances such as chemicals

### Key Relationships:

Internal	External
• Operations Manager	• Contractors
• P&C	
• Finance	
• Manufacturing Manager	
• Cleaning Team Leader	
• Operations Manager	

## Person Specification:

	Essential	Desirable
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Functional/Technical Skills</b> - has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• <b>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Learning Agility</b> - the ability to learn quickly in a new environment.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> <li>• <b>Organising and Planning</b> - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Ethics &amp; Values</b> - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times.</li> </ul>	
<b>Qualification / Licenses</b>	<ul style="list-style-type: none"> <li>• Gardening/landscaping, cleaning experience</li> <li>• 2-5 Years' experience</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Trades Certificate</li> </ul>