**Job Title: Grounds person**

**Department: Fire/Engineering**

**Reporting To: A&FDM**

**Place of Work: City of Derry Airport**

**Salary:** **£23,246.61**

 **£1000 per annum flexibility payment**

**Job Purpose:**
Reporting to the A&FDM/fire watch manager you will provide efficient and effective maintenance of all the Airport grounds including car park, airside critical areas and general grass areas, in accordance with regulations specified by CAA standards, and CoDA procedures and policies.

The post holder will be expected to work on their own initiative and make decisions based on these standards and procedures in the interest of service, efficiency, and safety.

# **Principal Accountabilities:**

The responsibilities of the ground’s person include the following;

* Daily Work activities are based on the scheduled grass maintenance plan.
* Undertake grounds maintenance activities as directed and use mechanical aids where necessary.
* De-litter grass and planted areas.
* Carry out general grounds maintenance to include fencing/signage/gate repairs as directed.
* Drive/operate and be responsible for allocated vehicles and plant. Carry out daily vehicle/ equipment checks including cleaning after use.
* Work within the scope of the maintenance plan to keep grass areas and runway and taxiway surface areas to a high standard of repair.
* The accurate maintenance of all logbook’s records, maintenance documentation and document control in accordance with the Airport SMS.
* Report any major repairs beyond the scope of the post to the A&FDM and assist with the control of contractors.
* Ensure that all maintenance activities comply with local and current Health &Safety regulations.
* Landside/airside de-icing/anti-icing.
* Car park maintenance including drainage, sweeping and general appearance.
* The care, repair and inventory of all tools and plant associated with the post.
* Responsible for the supervision and safety of contractors.
* To exhibit good housekeeping at equipment sites, workshops, equipment rooms and stores.
* As part of integrated airport team you will assist other personnel within the wider engineering team as necessary and directed by your manager.
* Any other duties which may be reasonable assigned.

In the execution of his duties the grounds person will consult the AOM/SAFO on the following points;

1. Any operational matters concerning grass or airfield maintenance.
2. Change management or change of procedure requirements.
3. All matters of general uncertainty.
4. Ensuring compliance with all statutory/airport regulations.
5. Major failures.

**Hours of Work**

This will be a seasonal variation contract with the average annual weekly hours amounting to 37.

A high level of flexibility is required of the successful candidate. Late evening and early morning working may be required to address any unserviceability or due to summer operational needs.

Due to the seasonal nature of the role, there is a greater requirement for grass maintenance duties during the summer season to ensure that the grounds are fit for purpose.

As such the flexibility payment is in place with the requirement that the postholder works additional hours during the summer months, as necessary, and subsequently fewer during the winter period.

Summer period is a 30-week period from April to end October with additional hours capped at a maximum of 5 per week, unless otherwise agreed with the post holder. At the end of the summer period the winter working hours will be reduced based on additional hours worked during the summer.

This would be facilitated by a roster detailing the weekly hours required.

On occasions it will be necessary to work additional hours to facilitate unserviceability’s or extra duties as required sometimes at short notice.

The **flexibility payment** will be paid on a monthly basis.

**Experience/Qualifications**

Applicants who wish to be considered for the position must be in possession of a full current driving license. The driving license will be submitted annually to ensure that it is within date and the candidate holds approval for special vehicle classification.

**Desirable**

Possession of category C1 + E driving license or higher.

Possession of PA1, PA2a and PA6a certification in the use of pesticides.

Possession of CS30 and CS 31 certification for chain saw use.

**All Other Duties:**
The duties and responsibilities of the post are as outlined in the above job description. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. There may be additional duties and responsibilities that the post holder may be expected to undertake if so required and with appropriate training to fulfil the purpose and function of the post.

**Signed by employee:**

I understand and accept the duties of the role as specified:

**Signed: .................................... Date: ..............................................**

**Name: ...................................... Job Title: ...............................................**