



Job Description: Maintenance General Operative

**Job Title:** Maintenance General Operative Level 1

**Hours:** 39 hours per week

**Reporting to:** Maintenance Manager/ Maintenance Co-Ordinator

**Based at:** Aldergrove Centre, Marsh Road, Banks, Southport, PR9 8DX

**Direct/Indirect Supervisory Responsibility for:** none

**Important Functional Relationship:**

Internal: Aldergrove Nursery Manager, Melrow Nursery Manager, Hundred End Nursery Manager, Lansdale Nurseries Manager and Assistant, HR Department. Maintenance Manager/Assistant Maintenance Manager/ Packhouse Maintenance Co-Ordinator

External: N/A

**Main Purpose of Job:**

- To ensure smooth running and operation of the plant and equipment within the nurseries including glasshouses and buildings maintenance. To maintain existing equipment and to install / help to install new equipment.
- Weekend cover 1 in 3 weekends.
- Cleaning and servicing of all tools for the Packaging Automation machines.
- Helping on machine dismantle for repairs and production lines.
- Checks of all packing machines and production lines.
- General maintenance of the Packhouse, i.e. painting of walls/floors, repairs of any fixtures and fitting.
- ✓ Any other duties as reasonably requested.

**Key Accountabilities and Responsibilities:**

- **Time planning and control:** plan work on a daily basis; assist planning of work for a weekly/longer term basis; assess breakdown and plan; accordingly, prioritise jobs/breakdowns; liaise with other departments to enable repairs to be carried out at times acceptable to both parties.
- **Administration:** use appropriate paperwork; keep track of orders; keep track of stock levels (e.g. fuels, materials); work within budgeted limitations; keep records in accordance with the current Company's Policies and legal/audit requirements.
- **Operational requirements:** be aware of other departments' requirements; maintain high level of service to the departments/customers.
- **Quality of work:** ensure that the work carried out by the department is of acceptable standards.
- **Technical:** be conversant with the necessary skills to carry out the work the job holder is involved with; be conversant with nursery machinery, basic harvest, etc.; be aware of new techniques and equipment.
- Any other duties as reasonably requested.



Job Description: Maintenance General Operative

**Safety Requirement:**

The job holder is under a duty to take reasonable care for the health and safety of him/herself and other persons who may be affected by their acts or omissions at work and must co-operate with the Employer so far as is necessary to perform any duty or comply with any requirement imposed by any relevant law.

It is the duty of all employees to cooperate fully with the health and safety policy including:

- performing their duties safely and efficiently.
- not doing anything which does or might injure any other person or expose any other person to risk.
- making full and proper use of (and not misusing) all safety and protective equipment and clothing.
- adhering to all procedures specified by the Employer or any instructions issued with any plant or machinery, or substances used at work; and
- reporting to the Employer any actually or potentially unsafe conditions, system of work, buildings, vehicles, plant, or other equipment.

The job holder must ensure that all Health and Hygiene requirements are strictly observed and carried out.

**Desirable skills but not essential**

- **FLT**
- **Welding**
- **Driving license**
- **Basic Electrical**
- 

**Absence Cover**

Nurseries Maintenance General Operative