

## PERFORMANCE RELATED JOB DESCRIPTION

**Job Title** : Ground Worker  
**Employee Name** :  
**Reports to** : Groundworks Manager  
**Date** :

### Purpose :

---

To assist the Groundworks team in delivering the groundwork phases in a safe and diligent manner, and to supply a first class service on all construction projects within budget and programme.

### Function :

---

- Meet timescales and deadlines for tasks.
- Assist the Groundworks Supervisor
- Carry out all aspects of groundworks
- Perform tasks involving physical labour
- Operate machinery, hand and power tools
- Maintain a clean and safe working environment
- Take opportunities to reduce costs or bring them to the attention of the Site Manager.
- Observe all Health and Safety rules.
- Always maintain a professional manner.

### Roles & Responsibilities :

---

- To comply with Robert Woodhead Ltd Policy and Procedures and instructions at all times.
- Assist the Groundworks Supervisor review the project plan with the Site Manager and ensure it is understood.
- Assist the work with the groundwork team and supply chain to ensure the programme is maintained or improved.

- Deal with any groundwork defects as they arise.
- Minimise waste and environmental impact.
- Produce a high standard of work and take pride in it.
- Meet timescales and deadlines for tasks
- Clean, maintain and check tools and equipment regularly.
- Save costs through use of materials, tools and equipment, making full use of them before discarding and keep waste to a minimum.
- Take opportunities to reduce costs or bring them to the attention of the Site Manager.
- Observe all Health and Safety rules
- Always maintain a professional manner.

| Required Qualifications   | Level / Discipline                           | Date of Accreditation | Comments |
|---|--|-----------------------|----------|
| CSCS Card   |  |                       |          |
| First Aid At Work   |  |                       |          |
| H&S Touch Screen  |  |                       |          |
| NVQ   | Trade related                                |                       |          |
| Asbestos Awareness  |  |                       |          |
| Manual Handling   |  |                       |          |
| Fire Training   |  |                       |          |
| Abrasive wheels   |  |                       |          |
| Street Works  | Operative                                    |                       |          |
| CPCS  | Competent Operator                           |                       |          |
| <b>Key Performance Indicators</b> – How to prove that you are doing your job properly |  |                       |          |
| <b>Outputs</b>  | <b>Indicators</b>                            |                       |          |
| Appearance  | Company workwear, clean, tidy and being worn |                       |          |
| Tools   | Relevant test certification                  |                       |          |
| Quality   | Defect free                                  |                       |          |

|                       |   |
|-----------------------|---|
| Van (if applicable)   | Clean and tidy  |
| Phone (if applicable) | Clean and in good working order   |
| Health and Safety     | Knowledge of Company Policies and work to agreed risk and method statements |

Admin

- Time sheet – weekly – pass to Groundworks Supervisor

PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.