

Grounds and Roads Maintenance Assistant

Goal

To perform maintenance work on green spaces, roads and premises, within the scope of internal guidelines and municipal and statutory regulations, with the aim of contributing to well cared for, clearly defined and safe green spaces, roads and premises of the institution.

Context

Reports to/receives hierarchical guidelines from one of the following staff members:

- Head of Department
- Team Leader

| RESULTAREAS | | | |
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| Main activity | Frame | Result | Activity |
| 1. Laying out Green Spaces | | | |
| To lay out green spaces | Green management, specification and/or planting plans for green areas, plant diagrams and/or drawings | On-time and correct implementation of plans | <ul style="list-style-type: none"> - Work the soil (taking due notice of underground cables etc.) - Plant plants, bushes, trees and other green items (also as part of an interior, if applicable) - Assist in the transplantation of trees |
| 2. Maintenance/Care of Green Spaces | | | |
| To carry out maintenance work and care for green spaces | Maintenance schedules | Optimum condition of green spaces | <ul style="list-style-type: none"> - Care for (prune, chop down, cut, mow, water, fertilize, etc.) trees, bushes, plants, hedges and other green spaces (if applicable also in interiors; i.e. bouquet service) - Remove leaves and debris in/on green spaces - Inspect trees to assess possible danger to bystanders and, if necessary, take precautionary measures - Perform pest control to combat undesirable plant growth, plant disease and plagues |
| 3. Maintenance of Roads and Premises | | | |
| To perform various maintenance-related tasks to roads and premises | Maintenance schedules | Clean, tidy and safe paving and outside premises | <ul style="list-style-type: none"> - Place street furniture - Place and remove road blocks - Carry out maintenance and/or cleaning work on roads, premises and related facilities (such as signage, rubbish containers, street furniture, exterior stairs and ceilings, ditches, ponds, etc.) - Carry out winter maintenance (ice clearing) work - Identify and report potentially dangerous situations |
| 4. Outsourced Work | | | |
| To provide support to and monitor outsourced work carried out by third parties | Financial preconditions and contracts | Facilitation of the efficient and effective outsourcing of work according to plan | <ul style="list-style-type: none"> - Carry out preliminary work for work to be outsourced and submit to superiors for approval - Supervise the work of contractors in the area of green spaces - Support the administrative process as regards outsourced work (monitor credit progress, prepare applications for permits to cut down trees, etc.) |
| 5. Quality Assurance | | | |
| To monitor the quality of the work and take remedial action if necessary | Agreements and existing plans Laws and regulations | Attainment of the desired level of quality and compliance with statutory regulations | <ul style="list-style-type: none"> - Supervise compliance with the relevant laws and regulations by the employee's own staff and contractors - Select the pesticides to be used (that are permitted to be used by statutory regulations) - Act as the central point of contact in the event of emergency situations during execution of the work |
| 6. Information Provision and Advising | | | |
| To provide information as | Annual plans | On-time availability of usable | <ul style="list-style-type: none"> - Provide details/advice on the drawing up, modification and evaluation of plans and |

| RESULTAREAS | | | |
|---|-------------------------------|---|--|
| Main activity | Frame | Result | Activity |
| regards practice and advice relenaart to maintenance of green areas and other plans | | information for makers of plans | budgets from a botanical, landscaping, construction technical, safety, cultural and environmental perspective - Compile quotations, budgets, specification drawings and planting plans and submit these for approval; perform cost estimates and actual costing - Report unwanted occurrences such as plant disease, insect plagues and potentially dangerous situations for bystanders |
| 7. Management | | | |
| To manage raw materials, materials and equipment | Maintenance and stock plans | Sufficient availability of raw materials and material and equipment kept in prime condition | - Detect shortcomings/defects in raw materials, material and equipment - Advise on/make proposals for the purchase of raw materials, material and equipment, select suppliers - Negotiate (jointly or individually) with suppliers - Assume responsibility for the proper storage of raw materials, material and equipment |
| 8. Coordination of Work (variant) | | | |
| To coordinate the work to be carried out by the department staff | Authorisations and guidelines | Facilitation of targeted, efficient and high-quality performance of work | - Inform staff about the goals and results to be attained - Provide directions and instructions about methods and procedures to be employed - Draw up (or delegate the drawing up of) schedules and coordinate days off - Jointly evaluate the results and supervise and facilitate the proper qualitative and quantitative performance of the work - Resolve or report any problems encountered that staff cannot or are not permitted to resolve |

Ranking criteria Grounds and Roads Maintenance Assistant

| Function level Ranking criteria | Grounds and Roads Maintenance Assistant 1 | Grounds and Roads Maintenance Assistant 2 |
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| | Coordinates the department staff's work. | not applicable |

Ranking Rules Grounds and Roads Maintenance Assistant

Grounds and Roads Maintenance Assistant 2 applies if the criterion 'Coordination of work' described for Grounds and Roads Maintenance Assistant 2 is met