



JOB DESCRIPTION

Job Title	Exterior Technician
Manager	Exterior Operations Assistant
Days	Monday to Friday
Hours	40.87 annualised
Essential Qualifications/ Certification	Full driving licence
Desirable Certification	PA1 and PA6
	General key tasks and responsibilities
	<ul style="list-style-type: none"> • All aspects of exterior landscaping including: <ul style="list-style-type: none"> ○ Weeding ○ Pruning ○ Planting shrubs, bedding etc. ○ Cutting Hedges ○ Grass cutting with Pedestrian & Ride-On Lawnmower ○ Strimming ○ Litter picking ○ Planting window boxes and hanging baskets • Spraying and all relevant documentation in accordance with current legislation if holding certification • Gritting & snow clearing (manually and machinery) in winter months – on standby • Deliver and Install Christmas Trees during the Christmas period. • Assist with Interior operations as and when required. • Flexibility in working with other departments • Completion of site record cards, i-pads and all relevant company documentation relating to site visits • Ensuring compliance with Company health and safety procedures at all times • Ensure regular maintenance of equipment and vehicles are carried out. • Driving company vehicle and adhering to the Company Vehicle Policy • Liaise with Site Contractors, customers/clients and customers & managers • Installations • Able to work overtime which includes week-end work • To take on responsibility for problems arising on site • Lead generation



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	<ul style="list-style-type: none">• Act in an appropriate manner at all times as per the “GP Way”.• Ensure that all paperwork including weekly timesheets is handed in on time and are accurate.• Carry out training within Company to aid development of role.• Attend regular Company Communication sessions.• Completion of regular HR documentation as and when required i.e. holiday forms/absence forms, policy statements etc.• This list is not exhaustive
HR Use Only	
Date	January 2021
Number	