



# Northumberland Estates

## JOB DESCRIPTION

<b>Job Title</b>	<b>Fencer</b>
<b>Department</b>	Fencing Team
<b>Post reports to</b>	Head Fencer

### MAIN PURPOSE OF THE ROLE

To assist and support in the successful delivery of a customer orientated and effective grounds maintenance service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- To work within the team on all aspects of grounds maintenance and take direction from the Head Fencer.
- Routine grass cutting and general maintenance of open spaces and communal areas.
- Clearance of gardens in order to return them to a maintainable standard.
- Routine garden maintenance to occupied dwellings such as grass cutting, hedge cutting, basic plant care, pruning and weeding.
- Tree maintenance
- Undertaking hard landscaping tasks such as work on fencing/gates and paths.
- To operate and carry out basic maintenance to all ground's maintenance machinery and equipment in line with Health & Safety regulations.
- To deal with or raise to Head Fencer or Estates management customer enquiries /complaints promptly and effectively.
- To communicate clearly and effectively at all levels.
- To ensure that high levels of service and customer care are delivered in line with the policies and procedures of the Estates.
- To carry out administrative tasks associated with the post, as well as ability to receive, respond and complete work emails, online training, and H&S policies, procedures, and documentation.
- To take personal responsibility for any specific designated duties assigned by the Head Fencer, ensuring they executed at all times in accordance with H&S policies and procedures.
- Emergency on call work will sometimes be required, which could be for example, but not limited to, a tree down and a danger to the public, or the Castle grounds needing gritting due to icy weather. Overtime will be paid for these additional hours.
- Undertake training relevant to the post and to personal development.
- To undertake any other appropriate duties as directed by the Head Fencer or Estates Management Team.



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### **EDUCATION AND EXPERIENCE**

- Educated to 'O' Level / GCSE or equivalent

### **KEY SKILLS REQUIRED**

- Full clean driving licence
- Good people skills and able to communicate effectively with colleagues, and contractors

### **KEY SKILLS DESIRABLE (but full training will be given)**

- First Aid at Work
- NPORS operator
- NPTC Land based machinery
- Entitlement to drive vehicle with trailer
- Chainsaw licence
- PA1/PA2 Pesticide Application
- COSHH trained
- L2 or equivalent vocational qualification in general construction, groundworks, fencing or landscaping
- Relevant grounds maintenance machinery training, e.g., mower, strimmer