



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF JAMAICA  
**MINISTRY OF HEALTH**

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Groundsman
<b>JOB GRADE:</b>	LMO/TS 1
<b>DEPARTMENT:</b>	Waste Management Unit
<b>REPORTS TO:</b>	Treatment Facility Operations Manager
<b>MANAGES:</b>	N/A

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

**JOB PURPOSE**

Under the direction of the Treatment Facility Operations Manager, the incumbent is responsible to complete maintenance grounds and surrounding environs, assist with the day-to-day waste

handling activities at the waste treatment facility, clean and maintain the office areas and bathrooms, and any other duties assigned from time to time.

### **KEY OUTPUTS**

1. Grounds and surrounding environs maintained
2. Waste storage containers loaded/unloaded
3. Waste materials inspected, sorted, weighed, & organized
4. Facility's equipment, waste storage areas, bins, skips, collection vehicles, operational area, and truck washing platform cleaned and sanitized
5. Safety and emergency response procedures implemented
6. Accidental spills, emergencies and equipment malfunctions reported

### **KEY RESPONSIBILITIES AREAS**

1. Maintaining the grounds and surrounding environs for the treatment facility, including:
  - a. Cutting grass and shrubs
  - b. Trimming trees and bushes
  - c. Sweeping driveway, yard space, parking lots and adjacent walkways
  - d. Water vegetation/flowers
2. Clean and sanitize the waste storage area and waste storage containers (skips) daily and after each empty/collection.
3. Wash and sanitize, on a daily basis, the facility's equipment, waste storage bins, collection vehicles, operational area, and truck washing platform.
4. Assist with the loading and unloading of waste storage bins received at the treatment facility in accordance with standard operation procedures.
5. Assist with the inspection, sorting, weighing and organizing of waste received at the facility.
6. Assist in transferring equipment and furniture from one area to another in the treatment facility or any other area as instructed.
7. Clean and maintain the office area and bathrooms at the treatment facility.
8. Empty and wash garbage bins from office area daily.
9. Assist with the administering of basic safety and emergency response procedures according to Safety and Emergency Response Plans, when necessary according to the established guidelines.
10. Advise the Treatment Facility Operations Manager and Maintenance Engineer of all equipment malfunctions to ensure timely execution of corrective actions.
11. Report all accidental spills, emergencies and equipment malfunctions occurring during collection and transportation.

### **Other Responsibilities**

Perform other job related functions so assigned or as necessary to maintain the performance standards of the facility

## PERFORMANCE STANDARDS

1. Grounds and surrounding environs kept clean and tidy at all times.
2. Waste storage area and waste storage containers cleaned and sanitized within established timeframe.
3. Waste storage containers loaded/unloaded timely.
4. Waste materials inspected, sorted, weighed, & organized timely.
5. Facility's equipment, waste storage bins, collection vehicles, operational area, and truck washing platform cleaned and maintained within established timeframes and according to required standards.
6. Safety and emergency response procedures implemented according to Safety and Emergency Response Plans and within established timeframe.
7. Adherence to the Facility's Safety and Health Plans, Standard Operations Procedures.
8. All accidental spills, emergencies and equipment malfunctions reported within established timeframe.

### Required Competencies

	Levels
1. Demonstrated ability to read and write.	
2. Demonstrated ability to obtain general working knowledge of the dynamic operations and maintenance requirements for the facility, the collection vehicles and waste storage container.	
3. Demonstrated ability to explain, apply and monitor such operations and maintenance requirements.	
4. Ability to obtain and maintain requisite HEART NVQ Certification.	
5. Good oral and written communication skills	
6. Team Player	

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

1. A minimum of Grade 9 level education or equivalent qualification
2. At least one year working experience with a reputable company.

## **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- The working environment at the treatment facility involves the mechanical handling of hospital infectious waste.
- Works in a noisy and bio-hazardous waste environment
- Requires the use of personal protective equipment
- Requires worker training to prevent potential worker exposures to bio-hazardous waste
- Requires proper immunization
- Requires to work beyond normal working hours from time to time to meet deadlines.

## **REPORTING RELATIONSHIPS**

Reports to: Directly – Treatment Facility Manager

Indirectly – Director of Waste Management, Administrative Manager, Maintenance Engineer, Treatment Facility Technical Operator

## **AUTHORITY**

None