



**DEMERARA HARBOUR BRIDGE CORPORATION
NON-MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	GROUNDSMAN	LOCATION:	ASPHALT PLANT
REPORTS TO:	PRODUCTION FOREMAN	GRADE:	
DEPARTMENT:	PLANT OPERATIONS	SECTION:	-
SUMMARY STATEMENT	Responsible for performing a wide range of plant maintenance including maintaining the mechanical fitness of all plant equipment and site preparation and clean up, under close supervision.		
D U T I E S R E Q U I R E D	J O B R E S P O N S I B I L I T I E S	DESCRIPTION OF DUTIES:	
		<p>CLEANS and GREASES equipment, general laboring, and maintenance of the Asphalt Plant.</p> <p>FOLLOWS the direction of the Production Foreman while executing task for projects during asphalt production.</p> <p>ASSISTS with lifting and moving of materials, tools and supplies.</p> <p>MAINTAINS environ of surroundings (grass, weeds, fence, painting, shoveling).</p> <ul style="list-style-type: none"> - CUTS grass with a brush cutter and/or cutlass and TIDIES area after. - RAKES, SWEEPS and SPADES leave and other debris from lawns drains, paths and driveways. - EDGES lawns and flower beds, using edging tools. - PRUNES and SHAPES shrubs and TRIMS hedges, using clippers and shears. - SPRAYS plants, shrubs and flowering plants with fungicide, insecticide, and herbicide. - WASHES the buildings in the compound. <p>PROVIDES assistance to the Mechanic, Welders, Electrical Technician etc.</p> <p>REPORTS any problems to the Production Foreman.</p> <p>ADHERES to all company policies and Occupational Safety and Health regulations.</p>	
<p>The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.</p>			

QUALIFICATIONS PROFILE

JOB TITLE: Groundsman		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Post Primary/Community High School up to Form 3. Ability to read simple instructions, names and labels. Ability to operate medium weight machinery.
2	EXPERIENCE/ JOB KNOWLEDGE	Unskilled support worker performing routine work requiring little or no previous experience but perhaps drawing on skills acquired in an informed manner until becoming familiar with work requirements. Knowledge of basic or commonly used rules, procedures and operations.
3	TECHNICAL/ PROFESSIONAL	The employee works in strict adherence to instructions; deviations must be authorised by Manager or Supervisor.
4	PROBLEM SOLVING /DECISION MAKING	Narrow range of activities confined within Department/Section or across Department/Section. Tasks and problems are fairly homogenous and relate to a limited variety of skills.
5	INTERPERSONAL	The interpersonal contacts are with employees within the Plant or delivery sites.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for ensuring the plant and its operations structures are in working order, maintaining the mechanical fitness of plant equipment, such as conveyors, burners, rollers, gears, feeder bins, drums and other related plant equipment.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Specific detailed instructions covering all important aspects of the assignments are provided to the employee.
8	TEAMWORK	The Manager/Supervisor indicates work assignments; identifies limitations to, as well as the quality and quantity of effort expected; set deadlines and priorities to be achieved.
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	The working environment involves high risks and frequent exposure to potentially dangerous situations. Heavy work, requiring lifting, carrying, pushing and pulling; climbing and balancing; stopping, coughing and raising of hands; reaching, handling with a strong grip; ordinary talking and conversation. Works inside, outside, during daytime and around people. Noisy conditions.