



NYETIMBER

PRODUCT OF ENGLAND

ESTATE MAINTENANCE WORKER

LOCATION: West Chilmington, West Sussex (Required to travel to other sites as required with Nyetimber Vehicle)

REPORTS TO: Facilities Manager

RESPONSIBLE FOR: No direct reports

COMMUNICATORS: Facilities Manager, Estates Operations Manager & Estates and Facilities Administrator

MAIN PURPOSE: To carry out estates and facilities maintenance and repairs to buildings, equipment and grounds

SCOPE: Nyetimber is looking for a full-time, Estate Maintenance Worker to join the Facilities Team on a permanent basis. Reporting directly to the Estates and Facilities officer & Estates Operations Manager, this 'hands-on' role will assist the Facilities team in the general maintenance of all land and buildings belonging to the Nyetimber Estate, ensuring that the buildings and the grounds are kept safe, tidy and presentable. Duties include completing routine tasks as part of the planned preventative maintenance schedule, as well as responding to reactive tasks and repairs where necessary. Training, direction and support will be provided by the Facilities Manager and the wider team.

- RESPONSIBILITIES:**
- Undertake external maintenance work across the Estate including fencing and gate repairs, stimming, ground works, paving and brick work, grass cutting, drain clearance, gutter and gully cleaning and general site upkeep.
 - Carry out scheduled planned preventative maintenance tasks across all estate properties to ensure compliance e.g. Flushing of taps, checking temperature of boilers, emergency lighting and fire alarm testing etc.
 - Provide access for any external contractors and third parties when required for planned maintenance and servicing specialist equipment and machinery.
 - Support the Events team with all hospitality and events taking place on the estate including moving and setting up furniture, putting up signage, and providing transport when required.
 - To be available to work on pre-agreed Open Day weekends throughout the year (for which you will be paid overtime)
 - Assist in ensuring the Nyetimber Estate is always presentable, in keeping with the luxury brand.

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- To provide support for the vineyard and winery teams during the Harvest period, which could include working outside of your normal working hours when necessary.
- Be responsible for the proper use, maintenance and safe storage of all plant, machinery, tools, and equipment, including:
 - Tractors
 - Company Vehicles and Trailers
 - Forklifts
 - Excavator
 - Lawnmowers
 - Light plant, e.g., Chainsaws, Strimmer's
 - Variety of powered and hand tools
- Ensure all relevant Health and Safety standards are adhered to with regards to personal safety and that of colleagues and visitors
- Participate in any prescribed training as required.
- Carry out any other duties with the responsibilities of the role and any other reasonable management request

**QUALIFICATIONS
& EXPERIENCE:**

ESSENTIAL:

- Ability to work in an outdoor environment in all weathers.
- Proficiency when using and maintaining small tools/machinery and general all-round DIY skills.
- Positive thinker, friendly with a "can do" attitude and a drive for change and continuous improvement.
- Good communication skills – verbal and written.
- Honest, self-motivated with good work ethic and a sense of humour
- To have the capacity to work well independently as well as part of a small team.
- Experience of operating and maintaining tools and equipment
- Possession of a clean driving licence that includes towing.

DESIRABLE, BUT NOT ESSENTIAL:

- Experience of operating a wide variety of equipment including tractors, mini excavator, brush cutters, trailers, chainsaws and forklifts
- Experienced in driving a Land Rover or similar vehicle.
- Carpentry skills
- A general knowledge of plumbing, carpentry, and painting is advantageous.
- Experience in a property/ground maintenance position
- Knowledge of experience of property security
- Electric, plumbing, carpentry qualification
- Forklift qualification and licence