



JOB DESCRIPTION

JOB TITLE : Groundskeeper

RESPONSIBLE TO : Site Supervisor

A. JOB PURPOSE

To provide support for achieving the following strategic outcomes:

- Societal appreciation for heritage and support for its conservation;
- Conservation and sustainable use of built heritage and natural sites in their landscapes; and
- The Trust: recognised and effective champion of Saint Lucia's heritage

B. TECHNICAL DUTIES

- Undertake scheduled maintenance of sites managed by the Trust including landscaping, trail and building maintenance and daily collection and disposal of all litter on Trust sites in accordance with Trust policies;
- Ensure that all Trust facilities and amenities are clean and garbage is stored and disposed in accordance with Trust Health and Safety protocols;
- Ensure that all applicable safety guidelines and procedures are followed while undertaking duties in accordance with Trust policies;
- Prepare Trust sites for activities and events and restore after in accordance with Trust policies;
- Assist with monitoring Trust sites and historic buildings for damage, potential hazards, animal grazing and other unauthorized activities;
- Promptly report any potential hazards and damage to the trails, historic structures, facilities and general landscape at Trust sites to your immediate supervisor;
- Promptly report and document any accidents and incidents including near-misses that occur while on duty;
- Provide recommendations for improvement to site landscaping, beautification and trail maintenance;
- Provide recommendations for improving customer safety and experience;

- Clean, maintain and secure all assigned tools, storerooms and grounds and maintenance quarters in accordance with Trust policies;
- Assist with promoting Trust membership; and
- Carry out any other related duties that may be reasonably assigned by your Supervisor.

Note this officer may be required to:

- Using a Trust assigned vehicle, transport Trust staff to and from work in accordance with approved work hours;
- Undertake daily cleaning including washing of Trust assigned vehicles;
- Undertake weekly deep cleaning and inspection of Trust assigned vehicles;
- Promptly report any mechanical and or other issues related to the Trust assigned vehicles to your Supervisor;
- Ensure timely delivery and collection of correspondences and goods.

C. KNOWLEDGE, SKILLS & ABILITIES

- Physically fit and able to carry out 3 - 4 hours of continuous physical activity outdoors;
- Must not have a fear of heights;
- Must be able to travel by boat;
- Must be able to operate outdoor equipment including cutlass, leaf blower, lawnmower, lawn trimmers and tree pruners;
- Must possess writing, communications and interpersonal skills;
- A valid driver's licence with a light goods vehicle and/or omnibus endorsement would be an asset.

D. CORE COMPETENCIES

- Demonstrated ability to be innovative and show initiative in problem-solving
- Highly organized and demonstrates the ability to work effectively with people;
- Attention to details;
- Ability to work in team;
- Ability to multi-task and work under pressure; and
- Ability to function efficiently with minimum supervision.

E. QUALIFICATIONS & EXPERIENCE

- CSEC passes Mathematics and English would be an asset;
- At least 3 years' relevant experience in a similar position.