



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 maintenance, removal of debris and vegetation from historic structures and beaches and daily collection and disposal of all litter on Trust sites in accordance with Trust site maintenance procedures;
- Clean Trust facilities and amenities and dispose of garbage in accordance with Trust site maintenance procedures;
- Follow all applicable safety guidelines and procedures while undertaking duties;
- Assist in preparing Trust sites for activities and events;
- Assist in cleaning and other site restoration works post activities and events;
- Clean, maintain and secure all assigned tools, storerooms and grounds and maintenance quarters in accordance with Trust policies;
- Provide recommendations for improvement to site landscaping, beautification and trail maintenance;
- Provide recommendations for improving customer safety and experience;
- Assist with monitoring Trust sites for unauthorized animal grazing, unauthorized events, illegal dumping of garbage and other unauthorized activities;
- Assist with monitoring Trust sites and historic buildings for potential hazards and or damage and promptly report any hazards and/or 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;
- 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;
- Using a Trust assigned vehicle, deliver and collect correspondences and goods.
- Undertake daily cleaning including washing of Trust assigned vehicles;
- Undertake weekly deep cleaning of Trust assigned vehicles;
- Promptly report any mechanical and or other issues related to the Trust assigned vehicles to your Supervisor;

C. KNOWLEDGE, SKILLS & ABILITIES

- Physically fit and able to carry out 3 - 4 hours of continuous physical activity outdoors;
- Able to lift and carry heavy equipment;
- 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

- At least 3 years' relevant experience in a similar position.
- Experience in a similar position within the hospitality sector would be an asset.