



**OFFICE OF HIS EXCELLENCY
THE GOVERNOR-GENERAL & STAFF**

**JOB DESCRIPTION AND SPECIFICATION
GROUNDS MAN (FARM)**

JOB TITLE: Grounds Man/Farm

JOB GRADE: LMO/TS 2

LOCATION: The Governor-General's Personal Staff

DEPARTMENT: Private Establishment

UNIT: Farm

REPORTS TO: The Farm Manager

MANAGES: Not applicable

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

Employee

Date

Deputy Governor-General's
Secretary - Private

Date

Director, Human Resources &
Administration

Date

JOB PURPOSE

Under the supervision of the Farm Manager, the Grounds Man/Farm is responsible for ensuring that all assigned areas of the farm at King's House are maintained to the highest standards.

The Grounds Man/Farm is responsible for handling a variety of tasks involved in farming operation such as growing and harvesting grains, fruits, vegetables, nuts, and other crops. He or she plants, seeds, prunes, irrigates, harvests, packs and loads crops for disbursement and/or sale.

This role requires technical knowledge of agricultural production; crop rotation; harvesting procedures; food quality standards; and the operation of farming tools and equipment.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of His Excellency The Governor-General and Staff: *"A culture of excellence through people, performance and partnerships"*.

KEY OUTPUTS

1. Quality/Appearance of Crops.
2. Presentation of Assigned Area.
3. Care of Equipment and Tools.
4. Farming Related Tasks.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

Not applicable

Technical/Professional Responsibilities

1. Adheres to agreed work plan and ensures cropping operations including cultivating, seeding and applying appropriate fertiliser rates for all crops is completed within established timelines.
2. Adheres to harvesting plan for fruit trees across the property to ensure productivity and prevent losses.

3. Weeds farmland, prepares area for cultivation, and maintains the greenhouse.
4. Transplants trees, shrubs and other plants using best practices and manual methods or by using power-operated equipment.
5. Ensures the health of plants and crops by mulching, fertilizing, spraying, forking, digging, edging, watering, and pruning as necessary.
6. Engages in soil conservation activities such as tree-planting and monitors composite site to support organic plant production.
7. Ensures farm activities and complies with Government regulations.
8. Maintains borders and footpaths clear and free from litter at all times. Checks and maintains water systems.
9. Follows basic instructions in the use of chemicals, fertilizers, safety procedures and methodology.
10. Operates agricultural power equipment such as zero turn lawn mowers, tractors with bush hog.
11. Carries out minor servicing and maintenance of such equipment and tools to include periodic oil checks.
12. Reports to the supervisor on any faulty or damaged equipment or any potential hazard as well as any untoward occurrences on the property.

Other Responsibilities

1. Any other duties that may be assigned by the Farm Manager.

PERFORMANCE STANDARDS

1. Ability to supply the Private Residence with quality produce on a regular basis.
2. The farm at King's House is cared, well-kept and maintained to the agreed standard.
3. Trees and other vegetations are properly nurtured and healthy.
4. The quality and quantity of produce the farm generates meets high standards.
5. All assigned tasks and responsibilities are completed in their entirety and in a timely manner.

6. All tools machinery and equipment are kept in good working order, are cleaned and stored in the appropriate places.
7. All acceptable standards are upheld as well as the expectation with respect to personal presentation, cleanliness and efficiencies.
8. Report of damages to tools and equipment submitted to supervisor within established timelines.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Able to use farm and garden tools, machinery and equipment.
2. Knowledge of irrigation procedures which include when, where, why and how watering is carried out.
3. Broad knowledge and understanding of agriculture and pest control.

REQUIRED COMPETENCIES, SKILLS & ATTRIBUTES

1. Keen eye for detail.
2. Loyal, composed, trustworthy and demonstrates impeccable integrity.
3. Good interpersonal skills and ability to exercise initiative and cope well under pressure.
4. Communicates effectively in both oral and written forms with persons at all levels.
5. Confidential and professional in personal conduct and execution of duties.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate in General Agriculture, Horticulture and Turf Management or related discipline from a recognized tertiary institution. Certification by HEART/NTA is desirable.
- At least two (2) years related working experience in a comparable setting.
- Experience operating agricultural tools and equipment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

This job is outdoors and direct exposure to varied weather conditions is to be expected (e.g. sun, rain, wind, heat, etc.).

The Grounds Man/Farm is expected to take a non-traditional approach to working hours. This means that he or she may be required to work a flexible schedule, which will include at times long hours, work on weekends and Public Holidays.

This position requires coordinating with superiors to solve problems that arise, spending long hours on one's feet and often having to lift heavy objects.

AUTHORITY TO:

Not applicable.

LIAISE WITHIN THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Farm Manager	Receive instructions and provide information
Events Manager/ Household Coordinator	Provide information on available produce for the Private Residence

LIAISE EXTERNALLY TO THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Not Applicable	

June 2022