



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

**JOB DESCRIPTION AND SPECIFICATION
GROUNDS MAN (LMO/TS 2)**

JOB TITLE: Grounds Man

JOB GRADE: LMO/TS 2

LOCATION: The Governor-General's Personal Staff

DEPARTMENT: Private Establishment

UNIT: Grounds

REPORTS TO: Landscape/Grounds Supervisor

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 Resource &
Administration

Date

JOB PURPOSE

Under the supervision of the Landscape/Grounds Supervisor, the Grounds Man is responsible for landscaping and maintaining the King's House grounds to provide a pleasing backdrop for State, National and Civic ceremonies, Meetings, Visits, Tours and other events and activities undertaken by the Office. The areas include the outer and inner entrance ways to King's House, inner roadways, Teardrop Garden, The Governor-General's Garden, Ceremonial Garden, Hardwood Garden, Banyan Lawn, Ceremonial Lawn, West Lawn, Office areas and adjoining Car Parks, and East Pastures.

The Grounds Man assists with the assigned preparation required for special events and functions at King's House. The incumbent is expected to be consistent in projecting a professional image as well as upholding high standards of service delivery.

This role requires technical knowledge of landscaping structures; landscape design; ornamental plants; ground cover; plant care and pest control procedures; and, the operation of landscaping tools and equipment.

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

KEY OUTPUTS

1. Landscaping & Grounds Maintenance services.
2. Inventory of tools and equipment.

KEY AREAS OF RESPONSIBILITY

Management/Administrative Responsibilities

Not applicable

Technical/Professional Responsibilities

1. Cuts and or resuscitates lawns, prunes of shrubs and trees, prepares garden beds and introduces new plants.
2. Applies chemicals and fertilizers by following established safety procedures, instructions and methodology.
3. Uses hand and power tools such as power saw, brush cutter, shears and edge clippers to maintain the grounds. Carries out minor repairs of such equipment and tools.

4. Transplants shrubs and other plants using best practices to ensure proper horticultural care.
5. Weeds areas of landscape, planter boxes, and maintains the greenhouse.
6. Mulches, sprays, forks, trims edges, waters and prunes shrubs, trees, flowerbeds and potted plants as necessary to ensure the health.
7. Maintains the assigned areas according to the work schedule implemented by the Supervisor.
8. Provides support for the installation of landscape designs for all areas of the property.
9. Maintains borders and footpaths clear and free from litter at all times while undertaking general cleaning of the grounds by sweeping, raking, washing down areas, etc.
10. Reports to the Supervisor on any faulty or damaged equipment or any potential hazard or untoward occurrences within the property.
11. Performs any other related duties as required.

Other Responsibilities

1. Assists with breaking down and refitting of rooms exterior spaces before and after events which take place at King's House.
2. Assists with heavy lifting of furniture and./or equipment as required.

PERFORMANCE STANDARDS

1. The aesthetic appeal of the grounds is maintained at the standard required. Plants in assigned area are properly nurtured and healthy.
2. All tools machinery and equipment are cleaned and stored in the appropriate places.
3. All acceptable standards are upheld as well as the expectation with respect to personal presentation, cleanliness and efficiencies.
4. Report of damages to tools and equipment submitted to the Supervisor within established timelines.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Able to use any related machinery and equipment.
2. Knowledge of irrigation procedures which include when, where, why and how watering is carried out.
3. Knowledge of caring for exotic and ornamental plants.
4. Knowledge and understanding of horticulture and pest control.

REQUIRED COMPETENCIES, SKILLS & ATTRIBUTES

1. Keen eye for details.
2. Loyal, composed, trustworthy, and demonstrates impeccable integrity.
3. Good interpersonal skills. Able 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 in the execution of duties.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate in horticulture, landscaping, agriculture or related discipline from a recognized tertiary institution. Certification by HEART/NTA desirable.
- At least two (2) years related experience in a comparable setting.
- Experience in operating landscaping tools and equipment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

The Grounds Man 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
Landscape/Grounds Supervisor	Receive instructions, coaching. Provide information

LIAISE EXTERNALLY TO THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Product suppliers	Sensitization in the use of chemicals, garden equipment, and machinery.