

Job Description

Post: Grounds Warden

Grade: 5

Centre: Llanelli

Directorate: Grounds

Reporting to: Grounds Manager

Main function of the post: To assist with the day to day maintenance of the grounds and in the detailed management of the captive animal population.

Supervisory Responsibility: None

Hours worked: 37.5 hours per week to include weekends & bank holidays, working 5 over 7 days.

Main duties of the post:

1. To assist in the detailed management of the captive animal populations including feeding, counting, monitoring animal behavior and pest management and routinely updating animal records on the ZIMS software programme
2. To assist with the maintenance of all grassed areas and clearance of rank vegetation by strimming, mowing and raking
3. Operate machinery with proper regard to safety regulations. Use all tools safely and correctly, observe and apply Health and Safety regulations at all times
4. Assist with clearing visitors from the grounds, checking gates and hides
5. Assist with coppicing of willows and removal of stacking of brush
6. Assist with planting schemes
7. Assist with maintenance of hides and other constructions using preservatives
8. Assist with Duckery duties – cleaning coops, mats, dishes etc and sweeping ponds
9. Ensure the safety, welfare and enjoyment of the visiting public is given priority.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: February 2014

Date of signature:

Signed by postholder:

Person Specification

Qualifications/Training

Essential:

- Good basic education to GCSE (A-C including English and Maths) standard or equivalent
- Certificate in the safe use of chain saw equipment

Desirable:

- Certificate in the safe use of brushcutter
- Certificate in the safe use of pesticides/herbicides
- Qualification in Horticulture
- Qualification in Animal Management

Experience

Essential:

- Experience of working in a similar role/environment
- Experience of operating machinery in line with Health & Safety legislation
- Computer literacy

Desirable:

- Record keeping
- Working with the public
- Working with animals or wildlife
- Tractor driving experience

Managerial & Supervisory

Essential:

- Self starter, not requiring supervision
- Ability to take responsibility for health and welfare of animals
- Allocate basic duties to volunteers and casual workers

Type of staff	Number managed or supervised
Permanent Staff	None
Supervised / Managed	None
Volunteers / Casual Workers	Up to 10

Desirable:

- Worked with or managed volunteers

Responsibility

Levels of financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	None
Cash Handling	Up to £150
Assets (required for job, exc buildings)	Up to £70k
Visitors (per annum)	52,000

Creative Ability

Essential:

- Able to adapt to changes in work procedures
- Able to organize and plan work routine
- Able to maintain and repair enclosures and other grounds buildings

Contact

Essential:

- Ability to work alongside other colleagues as part of a team
- Ability to deliver talks as required and engage with visitors on a daily basis
- Excellent communication skills both written and verbal

General Notes

This is a full-time position, which will from time to time; require work during some evenings, weekends and public holidays to meet the needs of the post.

A current driving licence is essential as travel to other WWT locations is a requirement of the post.