



Grounds Maintenance Warden

Directorate: Operations

Location: WWT Arundel Wetland Centre

Reporting to: Collection Manager

Grade: 4

Main function of the post: To assist with the day to day maintenance of the grounds

Supervisory responsibility: Volunteers

Hours worked: 30 hours per week

Working pattern: 4 days from 7 to include weekends & bank holidays

Main duties of the post:

1. To carry out maintenance of the site, under the supervision of the Collection Manager
2. Management of designated areas (car park, play areas, picnic areas, horticultural gardens etc). This will include mowing, strimming, planting, fencing, gates, pathways, hedging, pollarding & coppicing, scrub & weed control.
3. Responsible for carrying out tool and machinery maintenance.
4. Use all tools and machinery safely and correctly, observe and apply Health and Safety regulations at all times
5. Ensure the maintenance of tools, equipment and vehicles comply with WWT safety policy and licensing laws.
6. Zoonotics- Daily path and rail cleaning and gritting in the winter, bins, litter picking, hand sanitizers, hand washing station and restaurant tables and picnic benches
7. Site security- perimeter fence checks and maintenance, play area inspections and maintenance and other checks as required
8. To induct, train and supervise grounds maintenance volunteers.
9. Ensure the safety, welfare and enjoyment of the visiting public is given priority.

10. To assist with feeding, annual and emergency catch-ups with the collection team as necessary.
11. To ensure personal compliance with WWT's agreed corporate identity. This is to include uniform as well as printed material

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: March 2017

Person Specification

1. Qualifications/Training

Essential:

- Good basic education to GCSE (A-C including English and Maths) standard or equivalent
- Lantra Certificate in the safe use of brushcutter
- Proven experience in machinery and tool maintenance

Desirable:

- Lantra Certificate in the safe use of pesticides/herbicides
- Lantra Certificate in the safe use of chain saw equipment
- Lantra Certificate in tractor usage

2. Experience

Essential:

- Substantial experience of working in a similar role/environment
- Substantial experience of operating machinery in line with Health & Safety legislation
- Working with the public

Desirable:

- Record keeping
- Working with animals or wildlife
- Tractor driving experience
- Computer literacy
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3. Managerial & Supervisory

- Able to supervise volunteers/work experience placements on a variety of practical tasks.

Type of staff	Number managed	Number supervised
Permanent Staff	0	0
Volunteers / Casual Workers	0	Up to 10

4. Responsibility

Essential:

- Allocate basic duties to volunteers
- Ability to work without direct supervision

Desirable:

- Experience working with volunteers

Levels of financial responsibility

Type of Responsibility	Level (£'s)
Expenditure (exc payroll)	None
Cash Handling	£150
Assets (required for job, exc buildings)	Up to £5k
Visitors (per annum)	95,000

5 Creative Ability**Essential:**

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

6 Contact**Essential:**

- Ability to work alongside other colleagues as part of a team
- Excellent communication skills both written and verbal

General Notes

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