

## Job Description

### Grounds Manager

**Reporting Lines: Directly to the Estate Manager.**

**You have Line Management responsibility for the Grounds Supervisor plus the Grounds Assistants.**

#### **Overall Objective:**

To ensure that the resort is maintained to a good standard throughout including hotel and timeshare accommodation. Introduce cost effective ways to enhance and protect the whole estate with a pro-active approach to grounds maintenance.

#### **Key Responsibilities:**

##### **General**

- Perform all duties as required within the confines of the business as directed by the Estate Manager, to maximise the profitability to the business
- Maintain a safe and secure working environment for all
- Induct and train the Grounds Assistants in all aspects of safe practices at work
- Maintain good levels of communication with external grounds maintenance suppliers
- To ensure all equipment, machinery and grounds maintenance buildings are secure
- To undergo training as required
- Maintain, clean, and service grounds maintenance equipment and machinery

##### **External maintenance:**

- The use and maintenance of hand tools and basic light machinery
- Pressure washing of patio areas
- Clearing of lodge gutters and hotel roof gutters
- Operation of the road sweeper
- Leaf clearance (blower/rake/bins etc)
- Gulley emptying

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#### External maintenance:

- Litter picking (including ash trays)
- Changing litter bins
- Morning blower run (covering fixed route ahead of road sweeper)
- Replacing fence posts where rotted (dig out old concrete and replace etc)
- Assist building maintenance department in heavy tasks (carpet/heavy furniture/bulk waste etc)
- Snow clearance (manual/tractor mounted snowplough)
- Winter gritting (manual/tractor mounted spreader)
- Keeping lodge wheeled bins clean and not overfull

#### Gardening:

- Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planting
- Lawn maintenance and cultivation
- Hedge trimming
- Pedestrian lawn mowing
- Ride on lawn mowing
- Landscaping (earthworks/planting/structural)
- Tree surgery (where applicable moving brash and arisings)
- Pruning of shrubs and perennial plants
- Edging lawns
- Application of weed killer by sprayer (competent staff only)
- Strimming and brush cutting

**Please note that this job description is not exhaustive, and you may be required to carry out other reasonable duties as required**