

## JOB DESCRIPTION

Job Title:	<b>Grounds Assistant</b>
Department:	<b>Maintenance</b>
Group / Team:	<b>Engineering &amp; Maintenance</b>
Responsible To:	<b>Grounds Manager</b>
Responsible For: (Total number of staff)	<b>N/A</b>
Job Purpose:	<p>Maintain and develop the grounds, hard &amp; soft landscaping, including irrigation, drainage, spraying, weeding, planting, fencing, Luge track and general grounds maintenance.</p> <p>The Grounds Assistant role is responsible for ensuring all grounds work are carried out in line with Health &amp; Safety standards.</p>
Date last reviewed:	October 2023

## SKYLINE VALUES



### Family

*We are proud, encouraging and supportive*

- Provide positive feedback
- Take time to get to know one another
- Support each other
- Celebrate achievements
- Be proud of belonging to the Skyline family



### Fun

*We have fun creating fun*

- Experience and enjoy the product
- Greet everyone with a smile, it's contagious
- Have fun, safely
- Have a passion in what you say and do
- Celebrate success



### Respect

*We respect each other, our guests and the environment*

- Treat others as you would like to be treated yourself
- The standard you walk past is the standard you are willing to accept
- We embrace each other's differences
- Keep Skyline green
- Act with integrity

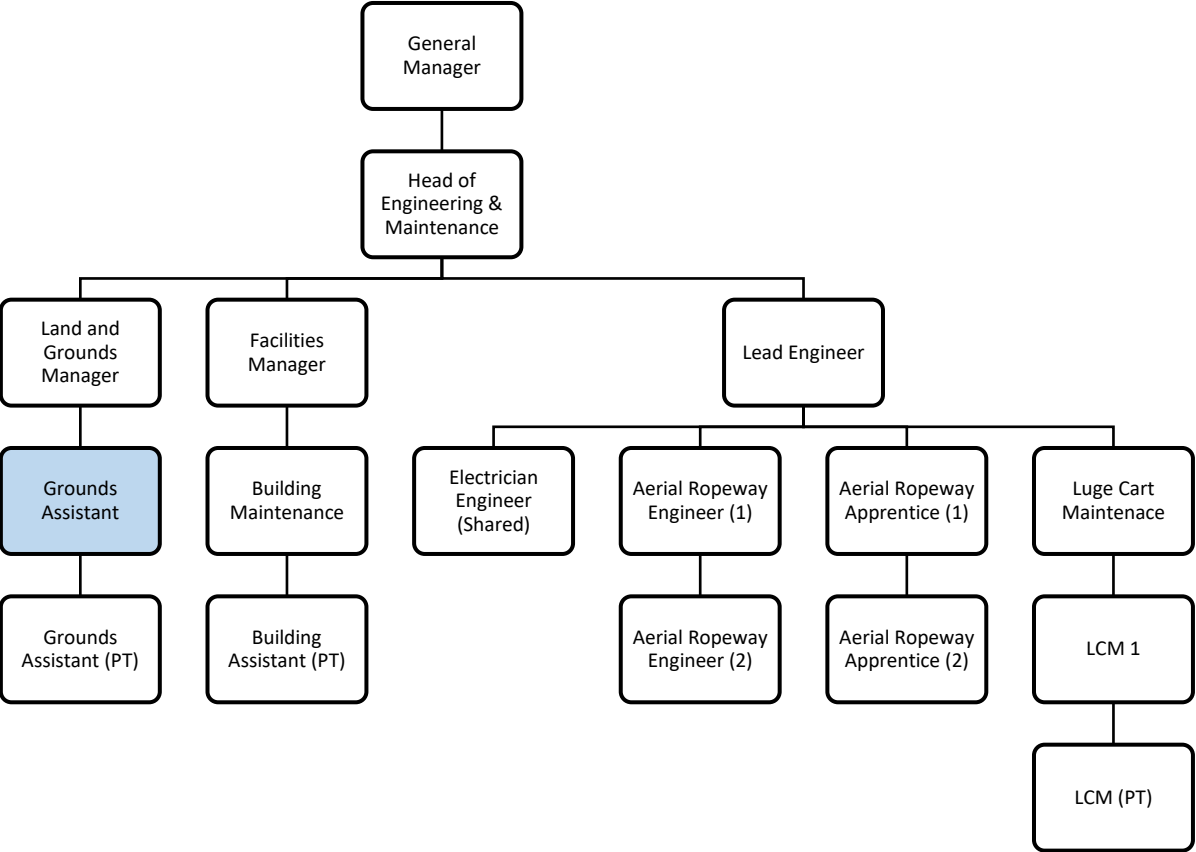


### Success

*We strive to be the best*

- We embrace change
- We continuously improve our products and services
- Find a positive and learn from our mistakes
- We encourage opportunities for everyone be the best they can be
- We ensure everyone leaves with a smile

Organisation Context



Key Relationships

External: <ul style="list-style-type: none"><li>Contractors</li></ul>
Internal: <ul style="list-style-type: none"><li>Grounds Manager</li><li>Engineering &amp; Maintenance team</li></ul>

## Key Result Area

### **The position of Grounds Assistant encompasses the following key responsibilities:**

- To ensure all ground works at Skyline Queenstown are carried out in accordance with the Health and Safety requirements of the Engineering & Maintenance department.
- Report any equipment requiring maintenance or repair to the Grounds Manager.
- Ensure the grounds and site appearance is of a high standard by cleaning, rubbish collection, painting, soft landscaping, and general site maintenance.
- Ensure Luge tracks are safe for operations i.e., installation and repairs of fencing, padding, signage and carrying out soft landscaping maintenance.
- Participate in implementing any landscaping projects as directed by the Grounds Manager.
- Gondola and Chairlift line rubbish runs and equipment retrieval.
- To liaise with relevant parties to ensure the gondola evacuation track is always maintained to a suitable standard.

### **Guest Service**

- To ensure that the needs of all our guests are given priority over all other activities, always providing the highest level of quality guest service.
- Promptly respond to guest requests/ queries or complaints by resolving issues in a timely and helpful manner.
- Grounds Assistant must be presentable at all times as a Skyline ambassador.

### **Health & Safety**

- To observe and practice safe work methods.
- To ensure staff & contractors work in a healthy and safe manner.
- To use protective/safety equipment wherever provided and required.
- To report all incidents, work related injuries and near misses.
- To be aware of procedures in the event of emergencies such as fire, seismic activity, bomb, flooding etc. in line with company policy and legislation.

## Financial Responsibilities

Controls a budget: NO

Maximum that may be spent without reference to manager: ZERO.

Can spend unbudgeted capital: NO

Is responsible for committing the organisation to long-term contracts: NO

Signs correspondence for Company: NO

## Person Specification

### Qualifications (or equivalent level of learning)

Essential	Desirable
Grounds and Maintenance experience Physically fit Full drivers licence (manual preferred) Proactive towards Health & Safety Excellent communication skills	Horticulture knowledge

### Change to Job Description

*From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

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Employee Name  
Employee Job Title

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Date

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Approved:     Manager Name  
                    Manager Job Title

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Date