



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## Government Vacancy

<b>JOB TITLE:</b>	<b>Grounds Maintenance Workers</b>
<b>MINISTRY:</b>	<b>Education, Youth, Sports &amp; Culture</b>
<b>DEPARTMENT:</b>	<b>Education Department</b>
<b>LOCATION:</b>	<b>Grand Turk (Helena Jones Robinson High School) Providenciales (Enid Capron Primary School/ Clement Howell High School)</b>

### **JOB SUMMARY:**

This is a general support services position, to assist with cleaning and maintenance of assigned facilities and grounds so that they are clean and ready for use.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Ensure that all trash bins are properly emptied in a timely fashion.
2. Ensure that all litter surrounding assigned facilities is properly disposed
3. Water, trim and prune plants and gardens in the assigned facilities
4. Remove unwanted plants (weeds, invasive species) in the assigned facilities
5. Mow and trim lawn and grass areas
6. Apply pesticides and fertilizers as required
7. Operate equipment for mowing and gardening
8. Clean and store for safekeeping purposes all tools and equipment used
9. Clean and wash outside facilities such as stairs, windows and walls
10. Assist in the upkeep of building equipment such as cooling systems
11. Assist in the installation of window shutters when there is a hurricane warning
12. Perform other related tasks that may be assigned
13. Adhere to all Public Service codes, rules and regulations

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

At least finished elementary education (Grade 6).

The position requires a minimum of six (6) months on the job experience to acquire the necessary competencies to respond effectively to the challenges of the job. Previous experience in grounds keeping is desirable.

**SALARY: \$745.38 bi – weekly**





# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## **APPLICATION PROCEDURE**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**BELONGERS NEED ONLY APPLY**

***We thank all applicants for their interest, however, only persons selected for an interview will be contacted.***

