



## DUNNOTTAR CASTLE

### **Maintenance Supervisor Job Description**

#### **Dunecht Estates**

Dunecht Estates extends over c 50,000 acres in Aberdeenshire and Kincardineshire. Dunecht is a diverse rural property based business with in-hand farming, let farming, let houses, commercial lets, forestry, mineral interests, sportings (including ground shooting, pheasant shooting, stalking and salmon fishing) and Dunnottar Castle which is managed as a tourist attraction. The Estates are owned by The Hon. C.A. Pearson and Trusts for his two children.

The Estates are managed from the Estates Office in the village of Dunecht. The Office is adjacent to the Dunecht Works Yard and forms the centre of the business. An in-house management team operates from the Estates Office and additionally the business employs a maintenance team of foresters, gamekeepers etc. In total there are 55 full time members of staff.

#### **Dunnottar Castle - Background**

Dunnottar is one of Scotland's most iconic Castle's, and is currently graded as 4 star by Visit Scotland. The Castle, a ruined cliff top fortress located over 150 ft above the North Sea on an enormous flat-topped rock and has been a stronghold since Pictish times.

Its importance in Scotland's history spans the ages. One of the most well-known chapters of the Castle's history is its role in the saving of the Scottish Crown Jewels "The Honours of Scotland" from Cromwell and his army.

Also in 1685, 122 men and 45 women (covenanters), whose crime was their refusal to acknowledge the King's supremacy in spiritual matters were imprisoned with little food and no sanitation from 24 May until the end of July in the gloomy, airless cellar known as the "Whig's Vault".

As the home of the Earls Marischal, the Castle played host to many members of the Royal family including Mary Queen of Scots. The role of Earl Marischal was one of the three great offices of State, along with the Constable and the Steward. The Earl Marischal had specific responsibility for ceremonial events, the Honours of Scotland and for the safety of the King's person within parliament.

Dunnottar is designated as a Scheduled Ancient Monument, and there are therefore restrictions on any works that can be carried out to the Castle.

The Castle attracted over 130,000 visitors in 2019.

#### **Duties**

The Maintenance Supervisor is primarily responsible for onsite grounds keeping and general maintenance activities. They will also be required to perform Castle duties such as working in the ticket kiosk and cleaning as deemed necessary by the Custodian/Deputy Custodian during

periods of holidays and lower staff levels in winter.

Main duties are seasonal in nature and the successful candidate will require to have the ability to plan out and self-manage their workload to ensure they are using their time effectively over the course of the year.

Main duties include the following: -

- Grass cutting inside the Castle and around Lodge building/car park/driveway areas using sit-on petrol mower, self-propelled petrol mower, strimmer.
- Hedge trimming using re-chargeable trimmer.
- Painting.
- General maintenance work.
- Joinery work i.e., fence repairs.
- Maintenance of garden machinery as per manuals.
- Ground maintenance.
- Purchase of materials for maintenance tasks.
- Daily cleaning duties.
- Selling tickets, guide books and postcards to the public.
- Any other tasks requested by the Custodian/Deputy Custodian.

#### Property Maintenance

- Compile monthly Castle condition monitoring report.
- Monitoring of condition of all areas of the Castle during duties, being mindful of conservation/preservation and health and safety aspects, raising perceived issues with management team as necessary.
- Carrying out basic property maintenance tasks as required.

#### Health and Safety

- Ensuring tasks are completed with full adherence to Health and Safety policies and procedures.
- Making the public aware of any activity which may be unsafe or unsuitable given the Castle's cliff top location.
- Assist with closing the Castle in periods of bad weather if unsafe to open/remain open, in accordance with agreed procedures.
- Reporting any accidents in accordance with agreed policy.

#### Retail, Finance and Business Management

- Collecting entrance fees and other sales income from the public in accordance with agreed policy.
- Selling postcards and guidebooks.

#### Promotion and PR

- Answer questions from the public.

#### Staff Management

- Assist Custodian/Deputy Custodian with training/guiding summer staff in their duties.

## **Key Skills**

### **Necessary**

- Evidence of ground keeping/general maintenance experience.
- Full UK driving license.
- Motivation, enthusiasm and initiative.
- Flexibility and adaptability.
- Communication, verbal and written.
- Problem solving.
- Able to work on your own initiative and as part of a team.

### **Desirable**

- Basic computer skills, i.e., e-mails, Microsoft Word.
- Customer service experience, including dealing with difficult situations.

Dunnottar Castle branded uniform (jackets, fleeces and polo shirts) will be supplied.

Required personal protective equipment will be supplied as required by the Estate's Health and Safety policy.

Required tools and equipment are supplied.

Use of company van.

Mileage for use of vehicle for business purposes if necessary.

### **Remuneration**

- Salary – £25,000.
- Contributory pension.
- 29 days holiday/annum.

### **Work Hours**

The shift pattern for this position is Sunday to Thursday all year.

Working hours vary depending on season:

1<sup>st</sup> April to 30<sup>th</sup> September 08:30 – 18:30

1<sup>st</sup> October to 31<sup>st</sup> March 09:30 – varies dependent on sunset (17:30 latest)