



Job Description

Maintenance Assistant

Grade: 4

Directorate: Operations

Location: WWT Llanelli Wetland Centre

Reporting to: Living Collections Manager

Main function of post: To work within the grounds and living collection ensuring high standards of infrastructure and site maintenance including repair and maintenance of built infrastructure such as hides, fencing & pathways. To assist the team with daily tasks prior to opening and general upkeep of the grounds.

Supervisory responsibilities: None

Responsibilities of the post

1. Maintain and repair outdoor and built infrastructure (hides, fences, gates, paths) to ensure safety and high standards.
2. Support daily checks and opening/closing duties, including site safety, fence/gate inspections, and disease monitoring.
3. Record and report maintenance activities, materials usage, and project progress, updating schedules and ordering materials as needed.
4. Assist with general upkeep of the grounds.
5. Assist with play area checks and maintenance tasks.
6. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
7. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.

8. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
9. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

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: July 2025

Amended:

Person Specification

1. Qualifications

Essential:

- Educated to a minimum of GSCE standard (or equivalent)

2. Experience

Essential:

- Experience in machinery operation for repair and maintenance tasks
- Experience in a carpentry work
- Strong communication and team work skills
- Knowledge of workplace Health & Safety

3. Managerial & Supervisory

Essential:

- No supervisory or managerial responsibilities

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	0
Casual Workers	0	0

4. Responsibility

Essential:

- Adhere to Health & Safety regulations to ensure the safety and welfare of colleagues and visitors

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	£0
Income	£0
Project Size (normally managed)	
Assets (required for job, exc. buildings)	£150
Visitors (number per annum)	70,000

5. Creative Ability

Essential:

- Ability to use initiative and safety knowledge to prioritise tasks accordingly

6. Contact

Essential:

- Working with other staff members
- Ability to deal proactively with visitors and be helpful and efficient when dealing with other staff

General Notes

This position will require work during evenings, weekends and public holidays to meet the needs of the post.