



OFFICE OF HIS EXCELLENCY THE GOVERNOR-GENERAL & STAFF

JOB DESCRIPTION AND SPECIFICATION LANDSCAPE/GROUNDS SUPERVISOR

JOB TITLE: Landscape/Grounds Supervisor

JOB GRADE: SOG/ST 5

LOCATION: The Governor-General's Personal Staff

DEPARTMENT: Private Establishment

UNIT: Grounds

REPORTS TO: Deputy Governor-General's Secretary (Private)

MANAGES: 6 Senior Grounds Men, 12 Grounds Men

RELATES TO: Farm Manager, ADC, Property Administrator

JOB PURPOSE

Under the supervision of the Deputy Governor-General's Secretary (Private), the Landscape/Grounds Supervisor is responsible for landscaping and maintaining the King's House grounds to provide a beautiful backdrop for National and Civic ceremonies, Royal and State Visits, Meetings, Tours and other events undertaken by the Office. The areas include the outer and inner entrance ways to King's House, inner roadways, Teardrop Garden, The Governor-General's Garden, Ceremonial Garden, Hardwood Garden, Banyan Lawn, Ceremonial Lawn, West Lawn, Office areas and adjoining Car Parks, and the East Pasture.

The incumbent organizes, trains and directs assigned Staff to assure effective operations, and that the highest level and quality of service is accorded to Their Excellencies, guests, and Staff. This role requires technical knowledge of landscaping structures, landscape

design, ornamental plants, ground cover, plant care and pest control procedures, and, the operation of landscaping tools and equipment.

The incumbent seeks to achieve the job purpose by embracing, demonstrating and contributing to the Vision of the Office of His Excellency The Governor-General and Staff: *“A culture of excellence through people performance and partnerships”*.

KEY OUTPUTS

1. Landscaping & Grounds Maintenance services.
2. Standard Operating Procedures
3. Inventory of tools and equipment
4. Weekly Work Plans for assigned staff
5. Weekly reports.

KEY AREAS OF RESPONSIBILITY

Management/Administrative Responsibilities

1. Monitors Their Excellencies weekly, monthly and annual diaries in order to keep abreast of and ensure optimal response time and preparedness of lawns, gardens and related areas required for the range of activities hosted at King's House.
2. Provides leadership and supervisory oversight for assigned Staff to ensure the prescribed courtesies, customer service standards, discipline, and protocol are observed, and the required procedures for tasks are executed in keeping with established standards.
3. Develops, implements, and conducts ongoing review of the Standard Operating Procedures Manual for the Grounds to include all areas under portfolio responsibility.
4. Defines and implements work schedules for all assigned Staff.
5. Manages the inventory of landscape tools and equipment. Documents and exercises control over the daily distribution and return of each item.
6. Reports all damages to tools and equipment in keeping with established procedures. Implements corrective actions as required.
7. Contributes to the Organization's Operational Plan and Budget.
8. Prepares and submits to the Deputy Governor-General's Secretary (Private) weekly reports on Landscape/Grounds activities in keeping with established timelines.
9. Performs other related functions as required.

Technical/Professional Responsibilities

1. Defines, implements and supervises work schedules for the cutting and/or resuscitation of lawns, pruning of shrubs and trees, preparation of beds and the introduction of plants, the application of chemicals (fertilizer, pesticides, etc.) essential for plant health.

2. Monitors assigned Staff to ensures appropriate use of protective gear and adherence to established health and safety standards.
3. Supervises the installation of appropriate landscape designs for all areas of the property.
4. Oversees the implementation and maintenance of appropriate irrigation systems for the grounds with due consideration for the conservation of potable water.
5. Sources and recommends for procurement, supplies of ornamental plants, shrubs, trees, seedlings, seeds and other supplies required for the grounds.
6. Establishes and maintains the greenhouse with adequate supplies of healthy seedlings and plants to meet needs in the residence, office areas and for events. Manages the rotation of plants in all areas, and sees to the ongoing nurturing and propagation of existing and new plants.
7. Identifies and recommends the acquisition of tools and equipment to improve landscaping efficiencies and output.
8. Identifies and recommends for procurement, appropriate plant food and pest control chemicals to maintain and improve output.
9. Conducts quality checks for all assigned tasks in all areas under portfolio responsibility.
10. Establishes and maintains compost sites by coordinating the removal and disposal of non-degradable materials.
11. In collaboration/consultation with the Events Coordinator, provides the required support for layout and movement of items before and after events.
12. Coordinates with the Property Administrator for the periodic maintenance of all tools and equipment in keeping with established maintenance schedules. Maintains service records.

Departmental Human Resource Responsibilities

1. Assess training needs and recommends training interventions for assigned Staff in keeping with operational objectives. Provides on-going coaching for assigned staff.
2. Carries out performance evaluation processes for assigned Staff.
3. Conducts job specific orientation for new Staff.
4. Establishes regular meeting schedule with Staff to motivate, impart information, exercise disciplinary control, and address concerns.
5. Carries out any other related duties assigned from time to time.

Other Responsibilities

Not applicable

PERFORMANCE MEASURES

1. The aesthetic appeal of the grounds is maintained at the standard required. The expectation of Their Excellencies and guests are consistently achieved and exceeded as evidenced by their feedback, and that of other key stakeholders.

2. The Standard Operating Procedures Manual is maintained and used by all assigned Staff.
3. Greenhouse maintained and rotation of plants managed in keeping with requirements.
4. Inventory of tools and equipment appropriately managed, monitored and all items accounted for.
5. Equipment and tools are appropriately serviced and maintained with no down-time resulting from equipment breakdown.
6. Service records for all tools and equipment appropriately maintained.
7. Report of damages to tools and equipment submitted within established timelines.
8. The standards of personal presentation, customer service, and protocol of all staff is met and exceeded.
9. Guidelines with respect health and safety are implemented and adhered to.
10. Contribution to the organization's Operational Plan and Budget submitted as per agreed timeline.
11. Work plans for assigned Staff are implemented and monitored. Quality checks conducted and corrective actions implemented as required.
12. Weekly reports submitted within specified timeline.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Sound, in-depth knowledge of landscaping structures; landscape design; ornamental plants; ground cover; plant care and pest control procedures; and, the operation of landscaping tools and equipment
2. Knowledge of irrigation systems
3. Knowledge and understanding of health and safety issues related to the use of chemicals for landscaping operations.

REQUIRED COMPETENCIES & ATTRIBUTES

1. Loyal, composed, trustworthy with demonstrated integrity.
2. Able to lead, manage, organize, set priorities, multi-task, and meet deadlines
3. Excellent organizing and planning skills with an eye for detail.
4. Able to anticipate customer needs, change goals and direction quickly. Effective problem-solver.
5. Able to apply good judgment, negotiate, exercise initiative and cope well under pressure.
6. Able to communicate effectively in both oral and written form with persons at all levels.
7. Confidential and professional in personal conduct and execution of duties.
8. Computer literate.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Horticulture, Landscaping, Agriculture or related discipline from a recognized tertiary institution. Certification by HEART/NTA desirable.
- At least three (3) years progressive experience managing landscaping operations for a large property, within the hotel industry or related field.
- Supervisory training and experience.
- Valid General Driver's License and/or experience operating typical landscaping equipment (forklift, tractors, back-hoe, zero-turn mowers, etc.)
- Experience in operating landscaping tools and equipment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This job is outdoors. Direct exposure to varied weather conditions is to be expected (e.g. sun, rain, wind, heat, etc.).
- The Landscape/Grounds Supervisor is expected to lead by example and take a non-traditional approach to working hours. This means that he or she may be required to work a flexible schedule which will include at times long hours, work on weekends and Public Holidays.
- This position requires solving problems that arise, spending long hours on one's feet and often having to lift heavy objects.

AUTHORITY TO:

- Provide advice on landscaping matters.
- Recommend changes to policies and procedures.

LIAISE WITHIN THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Deputy Governor-General's Secretary – Private	Receive instructions, provide information
Aide-de-Camp to The Governor-General	Coordinate on matters relating to upkeep of the grounds
Events Coordinator	Provide support requirements for events
Property Administrator	Maintenance of required tools and equipment

LIAISE EXTERNALLY TO THE OFFICE:

POSITION TITLE	PURPOSE OF COMMUNICATION
Service providers for tools and equipment	Maintenance of tools and equipment
National Environment & Planning Agency Forestry Department	Technical advice and information
Suppliers of horticulture and agricultural material	Material and supplies