



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: LANDSCAPER

CORPORATE INFORMATION

1. Position Level: Labour hourly rate
2. Remuneration: Hourly Rate will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
3. Duty Station: Churchill Park, Lautoka.
4. Reporting Responsibilities;
 - a) **Reports to:** Head of Services.
 - b) **Liaises with:** Horticulturist, Director Planning & Development, Team Leader Assets and all other Department Heads and Sub-Heads, Stakeholders, other agencies and NGO's
 - c) **Subordinates:** Parks and Garden workers.

ROLE PURPOSE

- The role provides day to day activities with parks & garden team, volunteers, seasonal employees, maintenance of Parks and Gardens, Play fields, Open spaces, Turf irrigation and Operations.

RESPONSIBILITIES

The Landscaper is responsible for the following:

- Reports for duty regularly and timely with an established schedule of time Monday through Friday – 44 hours of work starting 7am daily.
- Organises and assists with general sports events in all parks and prepares parks for events and functions.
- Performs regular activities throughout the parks and gardens; routine inspections of all parks and open spaces.; reports major problems or concerns to Park Supervisor.
- Responsible for the proper use and maintenance of tools, equipment, and materials; performs minor maintenance of power equipment and irrigation; refers more serious problems to the Park Supervisor and safely uses tools and equipment as assigned.
- Demonstrate good team work and continual positive effort to maintain effective working relationships with staff, volunteers, and management
- Turf and lawn maintenance including tree care and vegetation management
- Weed, Fertilize and supply of optimum amount of water as needed for Lush

- and Healthy growth of plants and turf.
- Work in tuff nursery/shade house; starting seedling, watering, spraying and propagating plant material

EXPECTED WORKING CONDITIONS:

- Must be able to perform strenuous physical work outside in the western Fiji weather, sometimes under unfavourable weather conditions and exposure to insects and brave natural calamities.
- Continual or prolonged periods of time bending, stooping, reaching, crouching, kneeling, crawling, digging, and lifting.
- Continuous communication and/or interaction with staff, volunteers, visitors, and management.
- Occasional weekend and/or holiday work required to meet departmental deadlines or to provide staff support for parks and garden workers special events or during games. (Ground bookings)

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Time management- timely preparation of parks for special events
2. Performance with efficiency and ensuring accuracy.
3. Work ethics.
4. Standard of work.
5. Transparency and accountability.
6. Providing assistance and guidance on compliance requirements whilst not compromising requirements under the legislations and standards.

PERSON SPECIFICATION

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Have attained a form Six/Year 12 level completion, with Agriculture Science as one of the subjects.
2. Minimum of 1 years of hands on experience in public gardens, landscape or Urban greenery and parks land preferred.
3. In-depth knowledge of tuff management will be an advantage
4. Previous experience in garden or grounds maintenance with the ability to operate various types of hand and power operated tools and equipment utilized in all phases of horticultural works (lawnmower, Front-end loader, Tractors, Ride on Mowers, back pack sprayers, Fertilizer spreaders, etc.)
5. Previous experience and knowledge of irrigation systems and maintenance.
6. Ability to establish and maintain effective working relationships with subordinates, fellow supervisors, direct supervisors, volunteers, and co-workers
7. Ability to work independently as well as part of a team effectively
8. Ability to work with and supervise a diverse staff and volunteer group

9. Knowledge of plants and desire to learn horticultural practices and the aesthetics of the Gardens.
10. Ability to learn and fulfil the parks beautification requirements

Skills and Abilities

1. Have good oral and written communication skills
2. Ability to work under pressure and deliver within timeframe
3. Ability to handle difficult situations to achieve positive outcomes

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.