



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: PARK SUPERVISOR

CORPORATE INFORMATION

1. Position Level: Staff Level hourly rate
2. Remuneration: Salary 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) **Liases 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 supervises and provides day to day active leadership to parks & garden team, volunteers, seasonal employees, maintenance of Parks and Gardens, Play fields, Open spaces, Turf irrigation and Operations.

RESPONSIBILITIES

The Park Supervisor 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.
- Supervisors general sports events in all parks and prepares parks for events and functions.
- Provides daily supervision of garden staff, volunteers and/or volunteer work crews; may supervise special team projects specific tasks and may participate in the more difficult and/or complex tasks or projects.
- Performs regular inspections throughout the parks and gardens; routine inspections of all parks and open spaces.; reports major problems or concerns to Head of Services.
- Responsible for the personal proper use and maintenance of tools, equipment, and materials; performs minor maintenance of power equipment and irrigation; refers more serious problems to the Head of Services and oversees proper use and maintenance of tools and equipment by assigned garden staff
- Responsible for maintaining required knowledge of parks plants and machinery

- Responsible for the continual development of assigned staff and building positive employee relations by coaching, counselling, mentoring, motivating, resolving conflict, praising, documentation of performance, etc.; participates in annual performance reviews of assigned staff.
- Lead parks tours as needed, assist with educational programming and special events
- Demonstrates a 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
- Occasional overall supervision of the Parks and Garden Department in the absence of the Horticulturist

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)
- Use of independent good judgment to be applied when troubleshooting problems.

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. Periodic reporting of matters to Reporting Officer and council.
4. Coordination with internal and external stakeholders.
5. Work ethics.
6. Standard of work.
7. Transparency and accountability.
8. 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 a tertiary level qualification in Agriculture Science or in –lieu, form Seven/Yr 13 level education attained with Agriculture Science as a subject and have demonstrated relevant experience.
2. Minimum of 2 years of hands on experience in public gardens, landscape or Urban greenery and parks land
3. In-depth knowledge of tuff management and Best Management Practices.
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. Must possess a valid manual driver’s license.
7. Demonstrate accuracy; display commitment to excellence and a keen eye for garden details.
8. Ability to establish and maintain effective working relationships with subordinates, fellow supervisors, direct supervisors, volunteers, and co-workers
9. Ability to work independently as well as part of a team effectively
10. Ability to work with and supervise a diverse staff and volunteer group
11. Strong organizational, analytical, and mathematical skills for research, recordkeeping, and problem solving
12. Ability to understand and interpret instruction to work effectively and efficiently with minimal supervision
13. Excellent verbal communication and interpersonal skills; ability to communicate maintenance and horticultural needs and personnel needs in a courteous and effective manner
14. Ability to plan, assign, supervise, and evaluate the work of subordinates and/or volunteers
15. Knowledge of plants and desire to learn horticultural practices and the aesthetics of the Gardens.
16. 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
4. Valid Manual Driving License.

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.