



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: TEAM LEADER PARKS & GARDENS

CORPORATE INFORMATION

1. Position Level: Managerial
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: Botanical Garden, Thompson Crescent, Lautoka.
4. Reporting Responsibilities;
 - a) **Reports to:** Head of Services.
 - b) **Liaises with:** Head of Planning & Development, Team Leader Assets and all other Department Heads and Sub-Heads, Stakeholders, other agencies and NGO's
 - c) **Subordinates:** Parks and Gardens workers.

ROLE PURPOSE

- The role supervises and provides day to day active leadership to horticultural staff, volunteers, seasonal employees, horticultural interns, overseeing Churchill Park and Multi purposes Court Operations, maintenance of Parks and Gardens, beautifications, Play fields, Botanical garden, Plant collection, Turf irrigation, and Swimming Pool Management and Operations.
- Assist with the execution of allocated maintenance programs on a daily basis with due consideration of safety, economy, quality and within set timeframes for the overall benefit of the residents of the City of Lautoka and the general community.

RESPONSIBILITIES

The Team Leader Parks & Gardens is responsible for the following:

- Role model and promote Council values in all aspects of duty.
- Oversee and supervise operations of Churchill Park including the Multipurpose Courts and all other playing facilities managed by council.
- Reports for duty regularly and timely with an established schedule of time Monday through Friday – 44 hours of work (7.00 am - 5.00pm Monday to Thursday and 7.00am – 3.30pm on Friday).
- Provides daily supervision of parks/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.

- Oversee vegetation management and pruning works including attending to complaints related to overgrown/encroaching vegetation.
- Performs regular inspections throughout the parks/gardens; routine inspections may identify insect/disease problems, weed control needs, etc.; 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.
- Liaise with relevant departments for upkeep and maintenance of infrastructure, plants, equipment and machineries.
- Responsible for maintaining required knowledge of established garden plants and understanding the cultural requirements to maintain their growth and cultivation
- Record plant information, identify plant material, and process records for plant accession records using “Access” PC records program. Tag new specimen plants, and plants propagated from, that need to be tracked.
- Maintain horticultural calendar for bloom periods, seasonal cultural needs, etc. Tag plants in the nursery and follow up with recording of the planting location information.
- Maintain plant labels and tags in Gardens. Re placement of dead or missing plants.
- 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 horticultural 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 the nursery/shade house; starting seedling, watering, spraying and propagating plant material
- If needed, be rostered on for the participation in the City Services After Hours Emergency Service.
- Oversee and liaise with Planning and development team to ensure successful completion of projects undertaken within parks and gardens.

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.
- 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 - ensuring timely attendance to demanding deadlines
2. Submission of Department Monthly Reports in a timely manner within council's set timeline.
3. Performance with efficiency and ensuring accuracy.
4. Periodic reporting of matters to Reporting Officer and council.
5. Coordination with internal and external stakeholders.
6. Work ethics.
7. Standard of work.
8. Transparency and accountability.
9. 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 either Bachelors in Agriculture/Agricultural Engineering/Landscaping/Horticulture/ Civil Engineering or Mechanical Engineering.
2. Minimum of 5 years of experience in people management and on supervisory role managing a team.
3. In-depth knowledge of plant culture, Best Management Practices, plant identification and design preferred.
4. Previous experience in garden or grounds maintenance will be added advantage
5. Previous experience in report writing, inventory management and procurement.
6. Demonstrate accuracy; display commitment to excellence and a keen eye for garden details.
7. Ability to establish and maintain effective working relationships with subordinates, fellow supervisors, direct supervisors, volunteers, and co-workers
8. Ability to work independently as well as part of a team effectively
9. Ability to work with and supervise a diverse staff and volunteer group
10. Strong organizational, analytical, and mathematical skills for research, recordkeeping, and problem solving
11. Ability to understand and interpret instruction to work effectively and efficiently with minimal supervision
12. Excellent verbal communication and interpersonal skills; ability to communicate maintenance and horticultural needs and personnel needs in a courteous and effective manner

13. Ability to plan, assign, supervise, and evaluate the work of subordinates and/or volunteers
14. Knowledge of garden plants and desire to learn horticultural practices and the aesthetics of the Gardens.
15. Ability to fulfil the Garden's plant collection and plant records policies.
16. Ability to perform and support horticultural practices that facilitate plant health through understanding soil nutrition, sustainable gardening and Integrated Pest Management
17. Ability to visualize and conceptualize garden detail and aesthetics applying best garden practices for plant health and display
18. Ability to perform strenuous physical works outside weather year-round.
19. An understanding and ability to work within all Council Policies

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. To be computer literate and knowledge in the use of MS Office is of advantage.
5. Valid Manual Driving License.
6. Understanding of the capabilities and operations of plant used in performing maintenance programs as well as materials used in maintenance operations.
7. Ability to estimate, measure and report on operational costs

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 60 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.