

## POSITION DESCRIPTION – General Staff

### For levels 6/7 and above

Position Title: Landscape Supervisor Level: 6/7  
Faculty/Division: Facilities Management Division (FMD) Department/Location: Environmental Services

#### Primary purpose of the position:

Delivering high quality, cost effective horticultural services through the close supervision of internal staff and external contractors to maintain the high level of presentation and functionality of a world class, campus environment.

#### Position Environment:

- To provide high quality, sustainable and reliable facility management services accessible to the University community. To maintain an attractive environmentally sensitive and safe environment
- To deliver client service at the best value for money
- To develop and maintain systems and practices to provide a professional facility management service

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use
1.	Plan, organise and supervise the maintenance of University grounds by in-house staff and contractors to meet all relevant regulatory requirements & service levels	Effective & efficient grounds management	50%	
2.	Inspect, measure and report on the condition of grounds in accordance with expectations/requirements	Demonstrated level of service achieved	10%	
3.	Prepare, monitor and review landscaping budgets and payments	Cost effective service	10%	
4.	Control all aspects of landscape activities and ensure all equipment and supplies are available and fit for purpose.	Safe, effective and timely operations	10%	
5.	Effective leadership of the landscape team and delivery of best practice technics including continually identifying and coordinating staff development opportunities and driving operational improvements.	Cohesive, productive team that continuously improves	10%	
6.	Provide technical advice and recommendations regarding landscaping projects and review documentation guiding landscaping activities eg. presentation standard, safe work procedures, design guidelines etc.	Best practice activities supported by documented procedures	5%	
7.	Effectively provide/present relevant landscape information to the campus community and authorities.	Client focused service with well-informed stakeholders	5%	
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	

10	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/document">http://staff.uow.edu.au/ohs/commitment/responsibilities/document</a>	To ensure a safe working environment for self & others.	Ongoing	
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### Reporting Relationships:

Position Reports to:	Manager Environmental Services
The position supervises the following positions:	Landscape Coordinator Tradespersons including Greenkeeper and Bricklayer Trade Assistants
Other Key Contacts:	FMD Managers & Supervisors

### Key Relationships:

#### Contact/Organisation:

URAC  
FMD Managers  
WHS Unit  
Wollongong City Council  
Campus Community

#### Purpose & Frequency of contact

Playing field issues - As required  
Advise on landscaping issues – As required  
Safe Work Practices – As required  
Vegetation management - As required  
Respond to landscaping enquiries – As required

### Key Challenges:

1. Maintain and improve the presentation of the campus environment with increasing usage
2. Managing hazards associated with campus landscaping eg. staff injury, tree hazards, paving, chemical and fuel usage
3. Operating within budgetary constraints
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

### SELECTION CRITERIA - Knowledge & Skills:

#### Essential:

- Highly developed interpersonal and communication skills
- Working knowledge of Horticulture and Arboriculture practices including an in-depth understanding of relevant regulation, guidelines and codes of practice
- Competent using computer systems for preparing documents, analysing data, communications and recording/accessing information.
- Knowledge of service contracts and ability to administer services and prepare associated documentation

#### Desirable

- Knowledge of other related trades eg. mechanical repairs, bush regeneration

## SELECTION CRITERIA - Education & Experience:

### Essential:

- Diploma in Horticulture, Grounds Management or other relevant certification combined with relevant experience.
- Demonstrated experience in leading a landscape team and managing associated equipment and materials
- Demonstrated experience in managing budgets, payments and suppliers.
- Demonstrated experience in implementing Workplace Health & Safety requirements.

### Desirable:

- Diploma in Arboriculture
- Experience working within a Quality Management system AS/NZS ISO 9001:2008

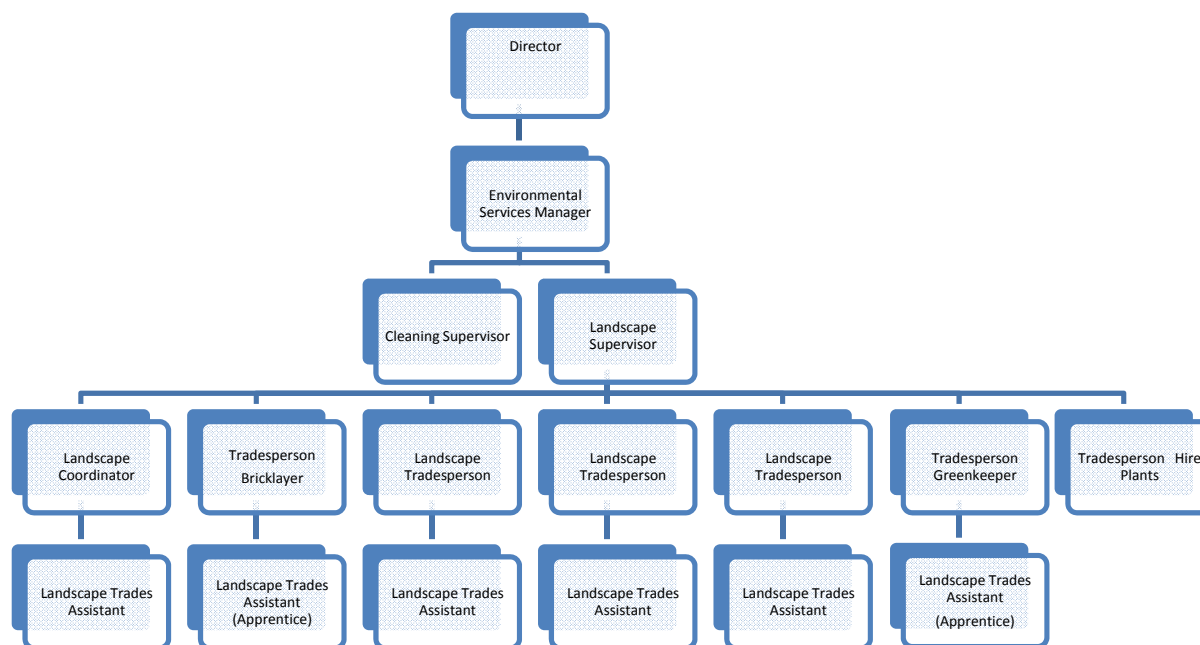
## Personal Attributes:

- Energy, drive and initiative

## Special Job Requirements:

- Driver's License (Class C)
- Successful applicant must be willing to respond to urgent situations that may include after-hours calls or onsite assessments regarding landscaping responsibilities. Example fallen trees or flood damage.

## Facilities Management Division – Environmental Services Department Organisational Chart:



### Approval:

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_