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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | LANDSCAPING AND GROUNDSKEEPING WORKER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a landscaping and groundskeeping worker consists of landscaping or maintaining grounds of property using hand or power tools or equipment. |
| QUALIFICATIONS & REQUIREMENTS: | * High school diploma or equivalent;
* Ability to control operations of equipment or systems, to give full attention to what other people are saying, and to watch gauges, dials, or other indicators to make sure a machine is working properly.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
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| TASKS: | * Care for established lawns by mulching, aerating, weeding, grubbing and removing thatch, and trimming and edging around flower beds, walks, and walls;
* Gather and remove litter;
* Maintain and repair tools, equipment, and structures, such as buildings, greenhouses, fences, and benches, using hand and power tools;
* Mix and spray or spread fertilisers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders;
* Mow and edge lawns, using power mowers and edgers;
* Operate vehicles and powered equipment, such as mowers, tractors, twin-axle vehicles, snow-blowers, chain saws, electric clippers, sod cutters, and pruning saws;
* Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites, and other grounds features;
* Prune and trim trees, shrubs, and hedges, using shears, pruners, or chain saws;
* Shovel snow from walks, driveways, and parking lots, and spread salt in those areas;
* Use hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |