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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |