



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

### DIVISIONAL ENGINEER [WORKS] CENTRAL EASTERN

#### JOB DESCRIPTION: LANDSCAPER

#### CORPORATE INFORMATION

1. **Position Level:** Salary Band A
2. **Salary Range :** \$4.60/hr. - \$5.90/hr.
3. **Duty Station :** Govt Bldg Maintenance, DE(W)CE
4. **Reporting Responsibilities:**
  - a) **Reports To :** Leading Hand
  - b) **Liaises with:** Foreman
  - c) **Subordinates:** Nil

#### POSITION PURPOSE

To design, install and maintain gardens to create visually appealing landscapes.

#### KEY RESPONSIBILITY/KEY RESULT AREA [KRA]

1. Prepare the interior soil or the outdoor ground
2. Seed and turf lawns
3. Ordering supplies
4. Prune and plant shrubs and trees
5. Plant new plants
6. Construct garden with water and rock borders
7. Advising the client on how to look after the space
8. Providing on-going maintenance

#### KEY PERFORMANCE INDICATORS

1. Ensure that work is completed in the most efficient manner for both customers and ourselves.
2. Client satisfaction
3. Ensure that the right aspects of work are being measured.
4. Ability to schedule and complete work for customers.

#### PERSON SPECIFICATION

In addition to a School Leaving Certificate the following Knowledge, Experience, Skills and Abilities are also required .

### **Knowledge and Experience**

1. An interest in plants and gardening
2. A good knowledge of the plants and accessories that you stock
3. Strength and physical fitness
4. Ability to communicate and correspond with immediate supervisors and staff.  
Understanding of Financial Act, Instructions and relevant Policies and Procedures

### **Skills and Abilities**

1. Practical skills to use tools
2. The ability to follow job and safety instructions
3. The ability to work alone without supervision
4. Excellent customer skills.
5. Creativity
6. The ability to work with garden design drawings
7. Organisational skills
8. Practical skills to work with a variety of tools, and possibly small plant machinery

### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.