



JOB DESCRIPTION: GROUNDS AND LANDSCAPE MANAGER

Campus Johannesburg & Pretoria Campus
Direct Supervisor Director of Operations

QUALIFICATIONS

- National Diploma in Horticulture and/or a minimum of 15 years of related field experience
- Good English language skills

POSITION OVERVIEW

To provide the AISJ community with a landscape that is an attractive, clean and natural environment in which to learn, and ensure that full educational use of all school grounds facilities is available at all times.

ATTRIBUTES

- Demonstrate the aptitude or competence for assigned responsibilities
- Demonstrate the ability to take initiative and carry out assigned jobs to completion
- Manage time and resources well and demonstrate good organizational and leadership ability with strong interpersonal skills.
- Work under pressure when required and work overtime as and when the role and responsibilities requires it.
- Committed, motivated able to achieve tasks in the required time frames
- Prepared to go the extra mile to achieve the School's goals
- A positive attitude
- Continuously pursues to improve skills through on the job or external training.
- Able to prioritize important matters and act on them accordingly.
- Able to resolve conflicts and manage grievances.
- Understand the importance that parents play in our community and that education is the key proponent in the organization and we serve the students and parent

PREFERRED SKILLS AND EXPERIENCE

- A minimum of 15 years' experience in a similar role in a horticultural environment.
- A minimum of 5 years' project management or similar related experience
- Previous landscape construction experience is advantageous
- Must have the ability to analyse landscape development plans for accuracy, appropriateness and compliance
- Previous experience working in the educational sector advantageous
- Previous management experience within a multinational environment advantageous
- Knowledge of local South African laws and practices required
- An understanding of and insight into the BCEA, LRA and OHS acts with the ability to apply the required principles
- A clean criminal record and a person of sober habits is required

KEY PERFORMANCE INDICATORS

- Establish landscape, gardens and ground maintenance service strategies.

- Develop and establish effective landscape, gardens and ground maintenance solutions inclusive of techniques and processes.
- Implement an effective and quality management system.
- Establish event, housekeeping, activities support and housing service strategies.
- Develop and establish effective housekeeping solutions inclusive of techniques and processes.
- Implement an effective and quality management system.
- Set formal and measurable performance targets and reporting strategies for staff
- Set formal and measurable service level matrixes, performance targets and reporting strategies for contractors including an annual review of any Service Level Agreements.
- Identify and manage corrective and enhancement actions.
- Employ sound environmental, ecological and waste management practices.
- Plan and manage cost centers through Opex and Capex budgets, and add capital value to the asset.
- Create additional educational opportunities for learners.
- Promote the School as a premier learning institution where pride, ownership, responsibility and accountability ensure that learners, employees and parents work toward common goals and contribute meaningfully in society.
- Ensure compliance with OHS, BCEA and LRA acts and apply the required principles
- Set formal and measurable performance targets and reporting strategies for staff and contractors in conjunction with Service Level Agreements.
- Improve the aesthetic appeal of the surrounding environment to complement existing architecture, and ensure longevity of the grounds.

DUTIES AND RESPONSIBILITIES

- Organize and complete job task scheduling for team members.
- Co-ordinate with the landscape team that work is being completed and quality control measures are being adhered to.
- Communicate effectively with the landscape team to ensure tasks and instructions are understood.
- Ensure that landscape team members are completing the tasks at hand within reasonable and required time frames
- Ensure that all machinery is clean, serviced, maintained in good working condition, and stored correctly in the proper environment in a neat and orderly manner.
- Manage and control the allocation of resources including staff, equipment, consumables and chemicals with tracking sheets available.
- Ensure that all chemicals have MSD Sheets available at hand.
- Ensure footpaths and walkways are safe and in good condition
- Ensure boundary fences and surrounds are neat and visible at all times, where required to maintain a fire break.
- Ensure road maintenance on and around campus including marking and signage are maintained and legal requirements are complied with
- Manage the composting and recycling of organic and inorganic products
- Manage the waste system both internally and through 3rd party providers and ensure adequate recycling and waste management strategies are in place.

- Ensure that watering and irrigation systems are functioning correctly, managing boreholes, irrigation controller times and zones, as is appropriate for the school environment, and ensure that any subcontractors are fulfilling the roles that are required.
- Ensure that all work performed is of a suitable and acceptable quality.
- Work with sub-contractors and their staff.
- Communicate with management and staff effectively.
- Effectively delegate tasks to team members.
- Know and understand each team member's skills and strengths, and develop them to that person's maximum potential.
- Understand, adopt and apply the principles referred to in the BCEA, LRA and OHS Acts
- Conduct regular meetings with the landscape team to determine any problem areas, and seek suggestions from the team.
- Report and provide feedback daily to immediate line manager.
- Evaluate the status of the gardens and surrounding areas on a continuous basis, and upgrade where necessary.
- Evaluate and apply measures to check the safety of play and sports equipment as well as other external facilities.
- Identify potential problem areas and take remedial steps.
- Control expenses and costs of plants, equipment and resources
- Able to prioritize important matters and act on them accordingly.
- Able to resolve conflicts and manage grievances in the landscape team.
- Self-starter.
- Understand the importance that parents play in our community.
- Understand that education is the key proponent in the organization and we serve the students and parents.
- Assist with service learning initiatives
- Adopt propagation techniques and strategies and develop long term sustainability programs
- Take responsibility and accountability for all grounds and landscape areas.
- Any and all other responsibilities as may be assigned by the School Director or the Director of Operations

School Hours 7:00 am to 4:30 pm Monday through Friday. Overtime hours may be required including occasional work over weekends

Contact For more information contact Shane McLaren, Director of Operations, at recruitment@aisj-jhb.com