



NOTES

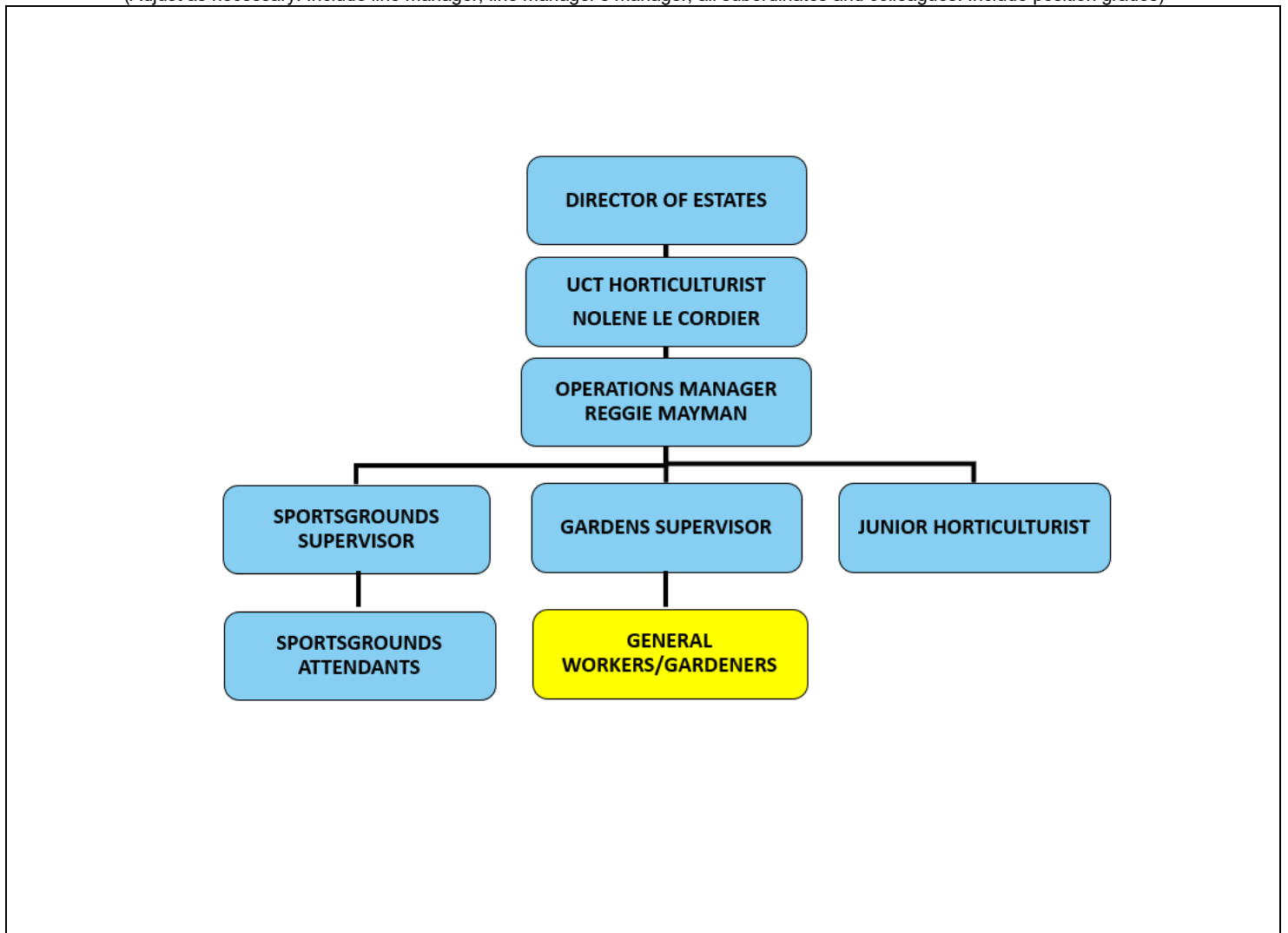
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	General Workers / Gardeners (as at date of section 197 transfer)		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC03	Date last graded (if known)	27 November 2018
Academic faculty / PASS department	PROPERTIES & SERVICES		
Academic department / PASS unit	Estates & Custodial Services		
Division / section	Grounds and Gardens		
Date of compilation	27 November 2018		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

Under the direct supervision of the Gardens Supervisor, the respective worker is required to carry out all tasks set out hereunder in order to achieve the general horticultural and landscape maintenance requirements of the ground's establishment.

It must however be stressed that the nature of the Grounds and gardens operations is such that individual staff or teams of staff will be required to undertake different functions simultaneously (in other words one team may be undertaking mowing, whilst another team will be involved with new planting and other team involved with litter collection etc)

Examples of functions required by the respective worker are the following:

- To maintain and develop the campus grounds environment to the agreed level of service by performing a variety of tasks and duties related to the general landscape maintenance of the Estate eg: weeding, watering, mowing, lawn-edging, trimming, aerating/fertilizing of amenity lawns, cleaning eg: sweeping of stairways and roadways; clearing debris in and around gas facilities and cages; litter collection, tidying up and other associated works.
- Perform all task related to gardening and on-going care of plants, trees and shrubs by soil cultivation, clearing seasonal growth, pruning, raking leaves, plant and pest control, irrigation, arboriculture work, undertake new plantings, plant propagation, applications, applications of mulch, fertilizers, the collection and transporting of vegetable waste to the compost site etc.
- To carry out all gardening functions/instructions pertaining to upgrades of areas or where new planting projects/renovation of worn/tired areas are required. The scope of this work may entail the implementation of both hard and soft landscaping.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Gardening Activities	50%	<p>These will include, but are not restricted to:</p> <ul style="list-style-type: none"> • Infill planting or replanting, or new landscaping including site clearing, preparation of soil, removal of rocks, trees and debris before planting. • Maintenance of flower beds – weeding, watering, clearing, removing invasive alien vegetation, cleaning of fountains and water features where necessary. • Pruning of uncontrolled planting and the removal of “opslag (self-sown) vegetation. • Responsible for the cleanup of all debris, trimmings, lawn clippings, etc resulting from maintenance operations. • All grass cuttings and refuse must be removed from the site on the same day. • Staff are to ensure that all areas are neat and clean after the completion of each mowing operation. This applies to the maintenance of all sidewalks and other paved surfaces as well. • Undertake remedial work to lawns. • Mowing, weeding, planting, fertilizing, pruning, top-dressing, hedge clippings, maintenance of bedding displays, removal of dead trees and shrubs, tree staking. All this pertaining to the landscape maintenance of grounds and gardens. 	<p>Effectively follows, responds to and performs tasks and instructions to meet the requirements of the position.</p> <p>Performs all tasks and actions in a timely and effective manner required by the position to maintain and care for plants, trees and shrubs.</p> <p>All lawns and flowerbeds are maintained to the schedules and standards are specified.</p> <p>Lawns have been restored to acceptable standard.</p> <p>Mowing undertaken at appropriate times throughout the year.</p> <p>Plants well maintained and in good condition.</p>

			<ul style="list-style-type: none"> On-going care and maintenance of all indoor plants, transporting décor plants and containers to the respective venues of all official UCT functions and setting up as per instruction. Adhere to all instructions received from line manager and work co-operatively with other team members. 	
2	Operation of standard gardening equipment	20%	<ul style="list-style-type: none"> Operate mechanized equipment, including the use of gardening equipment e.g. leaf blowers, brush cutters, hedge trimmers, chain saws, extended hedge trimmers and push lawn mowers in order to manage amenity lawns or grassed areas, berms, prune trees, trim hedges etc <p>Note: This includes the use of equipment such as chainsaws and pole pruners once the employees have acquired the relevant certification and training which the department will ensure occurs from a safety perspective.</p> <ul style="list-style-type: none"> Correctly operate, use, maintain, and take care of the tools, plants and equipment available to perform tasks and duties, and ensure it is kept clean, safe etc and notify Garden Supervisor of repairs and standard maintenance to be performed. 	The UCT landscape maintenance guidelines adhered to:
3	Irrigation and hand-watering	5%	<ul style="list-style-type: none"> Irrigation maintenance – to maintain all components of the irrigation system in proper working order by inspecting the entire system on an ongoing basis and immediately report such repairs as are needed. This is not restricted to automation systems only. During periods of restricted water use, gardeners must at all times comply with legislation regarding water usage. Excessive irrigation and overwatering practices is to be avoided at all times. 	<p>Irrigation systems operate efficiently. Sprinklers visually checked for proper clearance.</p> <p>Sprinkler heads and emitters are adjusted to properly cover the areas concerned. Sprinkler head nozzles cleaned so that water is evenly distributed.</p>

4	Waste management and recycling (including activities pertaining to the cleaning of the campus)	10%	<ul style="list-style-type: none"> To keep hard landscape elements free of weeds and litter at all times. This includes the regular sweeping and cleanliness of roads, parking areas, driveways, pavements, stairwells, landings, ramps, steps and seating. To ensure the removal of leaves and litter around the perimeter of buildings and from storm water drains and channels. Cleaning and repositioning of bins – all external litter bins are to be kept clean at all times with a neatly placed refuse or recycling bag inside each bin. To assist with the collection and transportation and delivery (loading and off loading) of both general & recycling material to the respective waste collection points. 	<p>The campus is litter free at all times.</p> <p>Areas are clean and free of leaf litter or debris.</p> <p>Bins regularly emptied, cleaned and neatly positioned with appropriate bin liners.</p>
5	Health & Safety: (Ensuring compliance with all of UCT's health and safety risk management policies and procedures)	5%	<ul style="list-style-type: none"> Follow Health & Safety guidelines and safe working practices to minimize risks related to the specific landscape maintenance tasks. Identify and report hazard and potential risks related to the position, tasks and operations. Make use of protective clothing / apparatus where procedures or practice would warrant this. Display clearly readable "warning boards or signs" whenever the execution of the services could cause injury to person(s) 	<p>To wear protective clothing and equipment in accordance with Health and Safety requirements whilst carrying out specific works.</p> <p>UCT Health & Safety policies and guidelines adhered to at all times.</p> <p>Appropriate signs on display as and when required.</p> <p>Injuries on duty/accident rates minimized.</p>
6	Attending to emergencies & unforeseen events	5%	<ul style="list-style-type: none"> In the event of unforeseen emergencies such as flooding, burst irrigation pipes, trees falling over roads etc. the gardeners are required to provide the necessary support to clear the hazard. 	<p>Evidence of support given during emergency.</p>
7	To undertake such other appropriate tasks and related activities as are commensurate with the pay-class of this job.	5%	<ul style="list-style-type: none"> Ensure best horticultural practice and service delivery. 	

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 8			
Minimum experience (type and years)	2 years' experience as a landscape maintenance gardener			
Skills	<p>1. Horticultural Skills: including pruning, propagation & understanding of irrigation systems and manual watering techniques.</p> <p>2. Operational Skills: Ability to operate mechanized gardening equipment, such as lawnmowers, hedge trimmers, leaf blowers, and chainsaws (with proper certification).</p>			
Knowledge	<p>Soil cultivation and plant care Knowledge of plant and pest control measures. Expertise & knowledge in maintaining and restoring lawns, flowerbeds, and landscaped areas. Health and Safety Awareness: Knowledge of safe working practices and compliance with health and safety regulations. Knowledge of the appropriate use of personal protective equipment (PPE). Waste Management and Recycling</p>			
Professional registration or license requirements	Certification for operating specialized equipment like chainsaws and pole pruners			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<p>1. Health and Safety Awareness: Safe working practices and compliance with health and safety regulations. Use of personal protective equipment (PPE).</p> <p>2. Teamwork and Communication: Ability to work under supervision and cooperate with team members. Following instructions and adapting to dynamic tasks.</p>			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability/Flexibility	1	Safety awareness	1
	Communication	1	Energy	1
	Continuous learning	1	Quality commitment/work standards	1
	Quality commitment/work standards	1	Professional knowledge and skill	1

SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Landscaping and Maintenance:</p> <p>Infill planting, replanting, and new landscaping.</p> <p>Maintenance of gardens including dead heading of plants, removal of weeds in had surfaces and flowerbeds, invasive species, and general debris.</p> <p>Pruning and tidying vegetation, clearing stormwater channels; trimming of hedges, raking of leaves,</p> <p>Waste Management:</p> <ul style="list-style-type: none"> •Maintaining litter-free environments. •Clearing of bins and relining with fresh refuse bags <p>Transporting of waste to the designated waste collection point.</p> <p>Irrigation Maintenance:</p> <ul style="list-style-type: none"> •Inspecting and ensuring efficient operation of irrigation systems. •Adjusting sprinkler systems and avoiding overwatering. Watering of gardens during appropriate season to prevent plant failure. <p>Support for Events:</p> <ul style="list-style-type: none"> •Managing indoor and décor plants for university functions
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Amount and kind of supervision received	Supervised by Gardens Supervisor who provides specific tasks & instructions to ensure standards are met and maintained. Supervision includes adherence to schedules and quality benchmarks
Amount and kind of supervision exercised	None
Decisions which can be made	Adjusting irrigation levels and identifying faulty components in the system. Selection of appropriate tools for specific gardening tasks. Reporting hazards or damaged equipment to supervisors promptly
Decisions which must be referred	Landscape planting of identified areas or Approval for significant garden upgrades or landscaping projects.

CONTACTS AND RELATIONSHIPS

Internal to UCT	The Grounds & Gardens Department, Estates & Custodial Services and Properties & Services and the broader campus community
External to UCT	Service providers, visitors to the campus etc.