



## NOTES

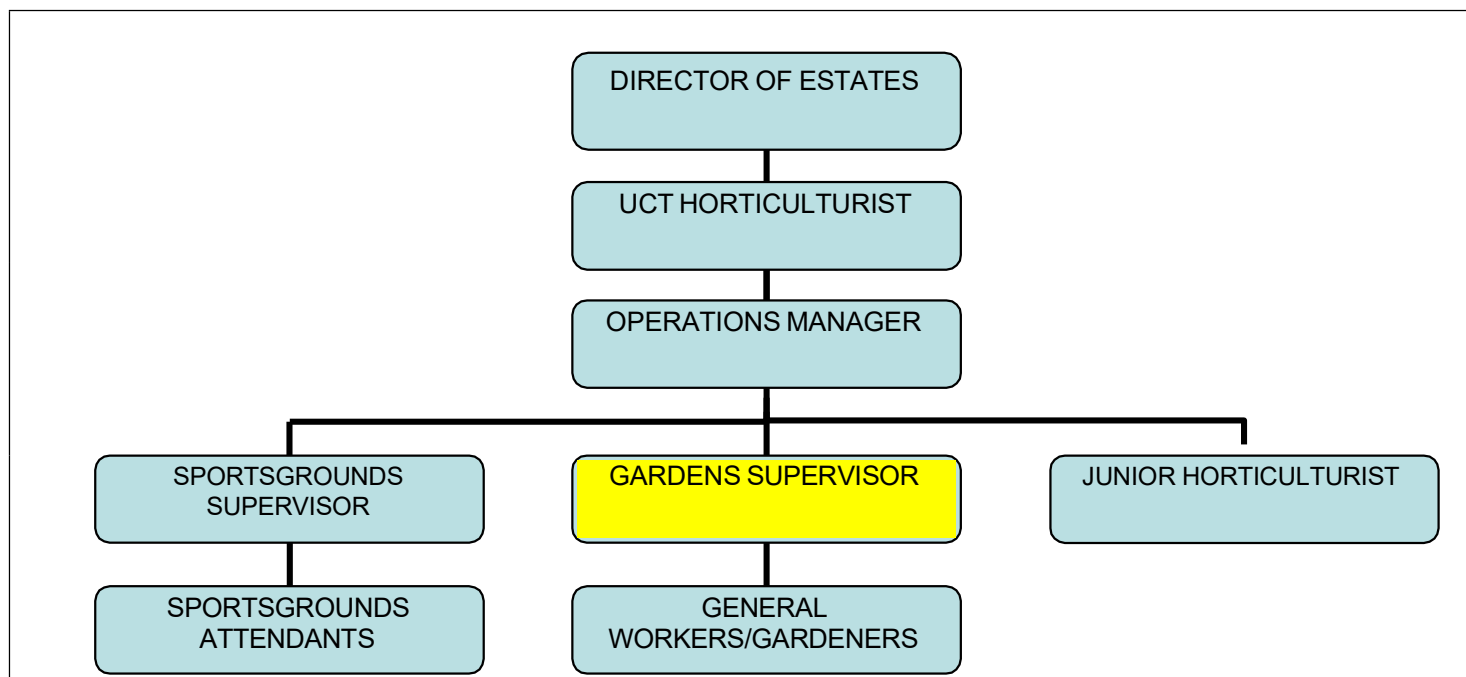
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

|                                            |                                                      |                             |      |
|--------------------------------------------|------------------------------------------------------|-----------------------------|------|
| Position title                             | Garden Supervisor                                    |                             |      |
| Job title (HR Business Partner to provide) | GARDENS SUPERVISOR / ASSISTANT                       |                             |      |
| Position grade (if known)                  | PC06                                                 | Date last graded (if known) | 2018 |
| Academic faculty / PASS department         | Properties & Services                                |                             |      |
| Academic department / PASS unit            | Maintenance and Operations                           |                             |      |
| Division/section                           | Grounds and Gardens                                  |                             |      |
| Date of compilation                        | 6 <sup>th</sup> January 2016 REVISED 25 January 2018 |                             |      |

## ORGANOGRAM

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



## PURPOSE

The Garden Supervisors' primary function:

Is to direct the teams of staff reporting to them, as directed by the Operations Manager, and to use their skills and initiative to ensure that the campus gardens are well maintained at all times, in accordance with the specifications and standards laid down by the University Horticulturist.

To attend or undertake such other appropriate activities not listed above, which are commensurate with the incumbent's pay class

The Garden Supervisor/s have a particular challenge in adequately covering the broad expanse of areas under their portfolio and supervision.

A critical part of the job of a Garden Supervisor is to ensure that the landscape vision for the campus is not fundamentally altered from the original architectural or planting design. Therefore, the Supervisors have a major responsibility to ensure that subordinates under them adhere to the correct maintenance regime and best horticultural practice and service delivery to ensure that the campus is kept in a pristine manner.

## DEFINITIONS

Landscaping has 2 components, e.g., hard and soft landscaping.

1. Hard Landscaping is the process by which the grounds themselves are shaped. It requires specialist equipment and skills which we typically lack.
2. Soft-landscaping is the design and arrangement of plant material within the hard landscape to achieve a specific aesthetic goal planned by the landscape designer or estate manager.

## CONTENT

| Key performance areas |                                   | % of time spent | Inputs<br>(Responsibilities/activities/processes/ methods used)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Outputs<br>(Expected results)                                                                                                                                                                                                                          |
|-----------------------|-----------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E.g.                  | General and office administration | 25%             | <p>Takes, types up, and distributes minutes and agendas for monthly departmental meetings.</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 members in a professional and efficient manner.</p> |
| 1                     | Team Supervision                  | 35%             | <ul style="list-style-type: none"> <li>To supervise the team/s of staff appointed to carry out the horticultural maintenance programs in line with standards and specifications laid down by the University Horticulturist. This involves regular inspections.</li> <li>Supervise and guide staff in the planting, cultivating, transplanting, and care of plants, shrubs, hedges, trees, flowers, lawns, and other horticultural and grounds keeping activities. This includes the setting out of greenery and décor material for UCT Official functions.</li> <li>Manage staff time and attendance</li> <li>Day-to-day management of the performance of staff, giving feedback to the Operational Manager.</li> <li>Communicate all instructions to subordinates, clearly and timeously.</li> <li>Assist the operations manager with emergencies from time to time</li> </ul> | <ul style="list-style-type: none"> <li>Horticultural best practice maintained.</li> <li>Staff performance appraisals are undertaken in terms of HR policies.</li> </ul>                                                                                |

|   |                                                                       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                             |
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| 2 | Planting and Landscaping Implementation                               | 5%  | <ul style="list-style-type: none"> <li>Under the direct supervision of the Operations Manager, supervisors are to carry out all landscape maintenance functions/instructions pertaining to upgrades of areas or where new planting projects/renovation of worn/tired' areas are required. This included site clearing and contouring.</li> <li>The scope of this work may entail the implementation of both hard and soft landscaping</li> <li>Ensure that Gardeners execute the design plan prepared by the landscape designer/estate manager. This includes the plantings, maintenance or periodic rejuvenation of plant material as and when needed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Gardens are appropriately maintained, are neat and tidy, and in accordance with the specifications and standards established.</li> <li>Maintenance schedules undertaken successfully.</li> <li>Transforming spaces, new sites, and projects</li> <li>The UCT landscape maintenance guidelines adhered to.</li> </ul> |
| 3 | Operation of specialized and standard landscape maintenance equipment | 20% | <ul style="list-style-type: none"> <li>Operate mechanized equipment, including the use of standard gardening equipment, e.g., leaf blowers, brush- cutters, small to medium motorized mowers, in order to assist in managing amenity lawns or grassed areas, berms, prune trees, trim hedges, etc.</li> <li>Operate specialised equipment, including the use of a pole pruner and chainsaw, to assist to manage small to medium trees</li> <li>Correctly operate, use, maintain, and take care of the tools, plant, 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</li> <li>Mowing equipment maintained and operated so as to minimize the danger of projecting stones or debris in a dangerous fashion. Operators to ensure that grass and debris does not project into open surface drains, grates, or culverts.</li> <li>Undertaking to do regular training including refresher courses on a regular basis with staff.</li> <li>To ensure that the staff identify minor faults/problems with equipment and report these to Operations Manager immediately</li> </ul> | <ul style="list-style-type: none"> <li>Equipment is always clean and ready to use.</li> <li>Hedges are neat and well-groomed.</li> <li>Tools and equipment are maintained in good working order.</li> </ul>                                                                                                                                                 |

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| 4 | Irrigation and hand-watering | 5% | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Irrigation repairs - Irrigation repairs refers to leaking irrigation pipes, damaged irrigation valves, or pop-ups. This work will be undertaken by the Operations Manager with the assistance of a Garden supervisor or General garden worker</li> <li>• Irrigation installation - The planning and installation of all minor irrigation projects will be the responsibility of the Operations Manager who will execute this together with the assistance of a Supervisor. This includes the installation of a new system.</li> <li>• During periods of restricted water use Supervisors are to ensure that their gardeners comply with legislation regarding water usage</li> <li>• Excessive irrigation and overwatering practices is to be avoided at all times.</li> <li>• Carry out instructions for the repairs &amp; maintenance of all components of the existing irrigation systems, under the direct supervision of the Operations Manager</li> </ul> | <ul style="list-style-type: none"> <li>• Irrigation system operates efficiently.</li> <li>• Sprinklers visually checked for proper clearance.</li> <li>• Sprinkler heads and emitters are adjusted to properly cover the areas concerned. Sprinkler head nozzles cleaned so that water is evenly distributed.</li> <li>• Evidence of healthy plants and not suffering from water-stress.</li> <li>• Legislation in respect of water restrictions adhered to at all times</li> </ul> |
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| 5 | Health & Safety:<br>(Ensuring compliance with all of UCT's health and safety risk management policies and procedures) | 10% | <ul style="list-style-type: none"> <li>• All Garden supervisors are to ensure all staff work in a safe manner and report unsafe activity.</li> <li>• Follow Health and Safety guidelines and safe working practices to minimize risks related to the specific landscape maintenance tasks.</li> <li>• Identify and report hazards and potential risks related to their staff, the position, tasks, and operations.</li> <li>• Supervisors are to ensure that staff are wearing the correct protective clothing/apparatus at all times or where procedures would warrant this.</li> <li>• Clearly readable "warning boards or signs" are to be displayed whenever the execution of the services could cause injury to person(s). Supervisors are to report when such signs are damaged or removed.</li> <li>• Create awareness and ensure that health and safety regulations are adhered to at all times, including when operating equipment.</li> <li>• Attend Health &amp; safety courses.</li> </ul> | <ul style="list-style-type: none"> <li>• Use of protective clothing and equipment in accordance with Health and Safety requirements whilst carrying out specific works</li> <li>• UCT Health &amp; Safety policies &amp; guidelines adhered to at all times.</li> <li>• Appropriate signs on display as and when required.</li> <li>• Injuries on duty/accident rates minimized</li> <li>• Safe working environment adhered to.</li> <li>• Attend to all First Aid-related incidents</li> </ul> |
| 6 | Waste management<br><br>1. Solid Waste & Recycling                                                                    | 10% | <ul style="list-style-type: none"> <li>• Overall supervision of the external solid waste management and recycling system.</li> <li>• To maintain the campus grounds in a clean, safe, and orderly manner</li> <li>• 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.</li> <li>• To ensure the removal of leaves and litter around the perimeter of buildings and from stormwater drains and channels.</li> <li>• 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.</li> </ul>                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• The campus is litter-free at all times</li> <li>• Areas are clean and free of leaf litter or debris</li> <li>• Bins regularly emptied, cleaned, and neatly positioned with appropriate bin liners.</li> <li>• Improving recycling and waste statistics of UCT</li> </ul>                                                                                                                                                                               |

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| 2. | Green Waste          |     | <ul style="list-style-type: none"> <li>To assist and ensure collection of the various refuse bags and transporting them to the garden's collection point. Of both general &amp; recycling material to the respective waste collection points.</li> <li>To ensure that garden teams collect and dispose of all waste into receptacles provided by UCT in a safe and hygienic manner.</li> <li>Ensure the transporting truckloads of vegetative landscaping waste to the compost site on a daily basis.</li> <li>Ensure and assist with the task of loading the compost and transporting the material to various UCT sites to be spread over the flowerbeds to prevent soil desiccation during the drought</li> </ul> | <ul style="list-style-type: none"> <li>Composting of all sites undertaken</li> </ul>              |
| 7. | Gardening Activities | 10% | <p>These include, but are not necessarily restricted to;</p> <ul style="list-style-type: none"> <li>The preparation, planting, irrigation, and maintenance of new and established shrub borders</li> <li>Mowing of lawns, ensuring that lawns are maintained, and problem areas are identified and treated.</li> <li>Pruning of shrubs, other plants, and trees</li> <li>Raking and collection of leaves</li> <li>Spraying of organic herbicides and pesticides</li> <li>Transport equipment</li> <li>Transport garden staff team to work locations</li> <li>Maintenance of water features around campus</li> </ul>                                                                                                 | <ul style="list-style-type: none"> <li>Ensure continuity of service within staff teams</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"> <li>• Reduce the risk of fire as a result of the uncontrolled spread of invasive aliens</li> <li>• Undertake effective weed control of problematic species</li> <li>• To keep all drainage channels clear of litter and debris</li> <li>• Clear area of all vegetation with the exception of large trees. Follow-up treatment with approved weed killers is essential to prevent any re-growth of invasive alien growth.</li> <li>• Management of the alien vegetation around the Dam precinct area</li> <li>• Management of invasive alien vegetation around academic buildings and important historic precincts e.g. Welgelegen, Japonica Walk and adjacent woodland.</li> <li>• Fire-break area well maintained and clear of any saplings, re-growth and weeds.</li> </ul> | <ul style="list-style-type: none"> <li>• Management of invasive alien vegetation and other problematic plants on campus</li> <li>• A reduction in the risk of vegetation fire.</li> <li>• To maintain a firebreak of 10m width from the boundary fence.</li> </ul> |
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| 8 | Communication with clients-<br>(staff, students, general public,<br>International Visitors) | 5% | <ul style="list-style-type: none"><li>• Interact with clients involving all horticultural and waste management activities and service-related requests.</li><li>• Interact with Residence Facilities Officers regarding the day-to-day upkeep of the grounds and maintenance schedule for all Student Residences. E.g., provision of extra bins to areas</li></ul> | <ul style="list-style-type: none"><li>• Communication and compliments or service requests dealt with responsibility and timeously.</li></ul> |
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### MINIMUM REQUIREMENTS

|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |                                |       |
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| Minimum qualifications                                                                                                                                   | Grade 10 with 3 years of supervisory experience. Drivers Licence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |                                |       |
| Minimum experience<br>(type and years)                                                                                                                   | Experience in the operations of grounds maintenance and horticultural equipment and irrigation systems. Ability to operate power equipment like trimmers, chainsaws, weed cutters, blowers and other hand tools required for gardening                                                                                                                                                                                                                                                                                                                                                                         |       |                                |       |
| Skills                                                                                                                                                   | <p>Technical: Horticultural Knowledge – Understanding plant care, including planting, pruning, fertilizing, and pest control. Irrigation System Maintenance – Knowledge of irrigation techniques, maintenance, and minor repairs. Equipment Operation – Proficiency in operating and maintaining gardening tools such as chainsaws, trimmers, brush-cutters, lawnmowers, and blowers.</p> <p>Soil and Turf Management – Knowledge of soil conditioning, composting, and maintaining healthy lawns and green spaces.</p> <p>Supervisory and Managerial Skills</p> <p>Communication and Interpersonal Skills</p> |       |                                |       |
| Knowledge                                                                                                                                                | Knowledge of horticultural and landscape management practices, health and safety, basic waste management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |                                |       |
| Professional registration or license requirements                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |                                |       |
| Other requirements<br>(If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |                                |       |
| Competencies<br>(Refer to <a href="#">UCT Competency Framework</a> )                                                                                     | Competence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Level | Competence                     | Level |
|                                                                                                                                                          | Quality commitment / Work standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1     | Communication                  | 1     |
|                                                                                                                                                          | Teamwork                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1     | Conceptual thinking            | 1     |
|                                                                                                                                                          | Continuous Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1     | Written communication          | 1     |
|                                                                                                                                                          | Awareness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1     | Initiating action / Initiative | 1     |

### SCOPE OF RESPONSIBILITY

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Functions responsible for               | <p>Supervising gardening teams to ensure maintenance of campus gardens per UCT Horticulturist's standards.</p> <ul style="list-style-type: none"> <li>• Overseeing planting, cultivating, pruning, transplanting, and general horticultural activities.</li> <li>• Implementing landscape maintenance projects, including both hard and soft landscaping.</li> <li>• Operating and overseeing the use of standard and specialized gardening equipment.</li> <li>• Managing irrigation systems, including maintenance, repairs, and compliance with water restrictions.</li> <li>• Ensuring compliance with UCT's Health &amp; Safety policies and procedures.</li> <li>• Supervising waste management, including solid, recycling, and green waste disposal.</li> <li>• Managing the removal of invasive alien vegetation and ensuring fire-break areas are clear.</li> <li>• Communicating with staff, students, and internal stakeholders regarding horticultural and waste management issues.</li> </ul> |
| Amount and kind of supervision received | <p>The Garden Supervisor works under the direct supervision of the Operations Manager.</p> <ul style="list-style-type: none"> <li>• Receives instructions from the Operations Manager for specific projects, emergency response, and overall campus landscape maintenance.</li> <li>• Must adhere to guidelines and specifications set by the University Senior Horticulturist.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| Amount and kind of supervision exercised | <p>Directly supervises teams of gardeners and general workers in daily horticultural and landscaping tasks.</p> <ul style="list-style-type: none"> <li>• Ensures that subordinates adhere to correct maintenance regimes, safety protocols, and best horticultural practices.</li> <li>• Oversees the operation of gardening tools and equipment.</li> <li>• Reports on staff attendance, performance, and required disciplinary actions to the Operations Manager.</li> </ul>                                                                                          |
| Decisions which can be made              | <p>Assigning daily horticultural tasks and scheduling team activities.</p> <ul style="list-style-type: none"> <li>• Deciding on immediate maintenance needs such as pruning, mowing, watering, or cleaning specific areas.</li> <li>• Identifying minor equipment faults and deciding on basic maintenance or reporting needs.</li> <li>• Implementing emergency responses in case of urgent gardening, landscaping, or waste management issues.</li> <li>• Ensuring proper use of gardening tools, waste management practices, and safety measures</li> </ul>          |
| Decisions which must be referred         | <p>Approval of major landscape alterations or new planting projects (must be referred to the Operations Manager and University Horticulturist).</p> <ul style="list-style-type: none"> <li>• Any significant budgetary decisions regarding equipment purchase, repairs, or upgrades.</li> <li>• Implementation of new health and safety procedures beyond standard protocol.</li> <li>• Major disciplinary actions involving staff.</li> <li>• Any irrigation or water usage adjustments that require approval due to legal restrictions or campus policies.</li> </ul> |

#### CONTACTS AND RELATIONSHIPS

|                 |                 |
|-----------------|-----------------|
| Internal to UCT | All UCT Clients |
| External to UCT |                 |

#### AGREED BY

|                                | PRINT NAME | SIGNATURE | CONTACT NO. | DATE |
|--------------------------------|------------|-----------|-------------|------|
| Position Holder                |            |           |             |      |
| Direct Line Manager/Supervisor |            |           |             |      |
| Area Line Manager              |            |           |             |      |
| HOD                            |            |           |             |      |
| Dean / ED                      |            |           |             |      |
| HR Business Partner            |            |           |             |      |

# COMPLETING A POSITION DESCRIPTION HR191

## When do I use this form?

A position description is the basis of the employment contract between UCT and a staff member. It describes:

- the purpose of the position
- the position content
- where the position fits into an organisational structure
- the principal accountabilities, roles and responsibility of the position holder
- the minimum requirements needed of the position holder

A position description must be completed for all positions at UCT, both academic and PASS.

This form is completed, or reviewed and amended, when:

- a position is new, before recruitment
- substantive functions are added or removed from a position
- the position holder is new
- performance objectives are set during Development Dialogues.

This form is used as the basis for:

- recruitment
- performance management
- performance development



### Note

- This position description informs many other human resources and people management processes.
- This position description is a living document and must be reviewed and updated regularly, preferably every 3-4 years.
- This position description is a summary of the typical functions of the position, but is not an exhaustive or comprehensive list of all possible position tasks and duties. UCT is entitled to instruct the position holder to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the position description, or in accordance with operational requirements.

## How do I complete this form?

- The position description indicates the requirements of the position in relation to the organisation, not the person. Describe the position, not the position-holder.
- The position description describes the position, not the performance required.
- The position description denotes a clear description of the position that is observable.
- Describe the position as is, not as imagined or as it could or should be done.
- Assume proper and competent performance of the position -holder.
- Examine typical incidents that occur in the position. Disregard any unlikely events or once-off incidents.
- Give careful consideration to employment equity legislation and take great care not include anything that could be deemed as discriminatory.

Complete all fields as follows:

|                                                      |                                                                                                                                                                                                                                                      |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position title</b>                                | The label or name of this position. Consideration is given to other titles in the department and to standard UCT position naming conventions. The latter are obtainable from your <a href="#">HR Business Partner</a> , from the UCT Jobs Catalogue. |
| <b>Job title</b><br>(HR Business Partner to provide) | The SAP position title of this post. Obtainable from your <a href="#">HR Business Partner</a> , from the UCT Jobs Catalogue.                                                                                                                         |
| <b>Position grade</b>                                | The current position grade of this position, if it exists (if known).                                                                                                                                                                                |
| <b>Date last graded</b>                              | The date on which the position was last graded, if it has been graded (if known).                                                                                                                                                                    |
| <b>Academic faculty /<br/>PASS department</b>        | The academic faculty / PASS department in which the position sits.                                                                                                                                                                                   |
| <b>Academic department /<br/>PASS unit</b>           | The academic department / PASS unit in which the position sits.                                                                                                                                                                                      |