

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position	: Groundskeeper
Incumbent	: New Position
Division	: Estates & Facilities
Department	: Facilities Management
Location	: Nasinu Campus
Reports to	: Director Estates & Facilities through Deputy Director Operations

2. PURPOSE

The purpose of this position is to undertake all grounds-related activities to meet the needs of the University to ensure that the whole campus is maintained to excellent standards and to provide an aesthetically pleasing physical environment for all visitors to the campus, including the staff and students.

The incumbent is responsible for performing work required for the care, maintenance, cleaning, weeding, and development of the lawns, landscape beds, park trees, irrigation systems, and general grounds of the Fiji National University (FNU) property and to ensure that all developments of specific areas are carried out to the standard required in line with safety and best practice requirements and providing an enhanced and responsive level of service, resulting in improvement to the physical environment within FNU and its surrounding areas.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Facilities Management Coordinator

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

Ground Maintenance

- Sweep the front entrances and all other concreted or sealed surfaces keeping them free from debris and vegetation.
- Collect and remove all debris from around the campus.
- Control weeds, moss, and ivy around the campus.
- Maintain the appearance of the campus including grassed and planted areas.
- Ensure that the fields are clear from litter.
- Assist in the maintenance of playing fields and pitches.
- Coordination of mowing contractors and where necessary undertake grass cutting.
- Identify and control weeds. Ensure that grass or weed is cut and removed from drains, walkways, roads, and footpaths.
- Rake all grassed areas.
- Trim all flowers and hedges to ensure a tidy appearance is maintained.
- Ensure that all trees are neatly pruned and any risk eliminated.
- Use initiative in maintaining and improving the landscape.
- Clean boundary fence.

Events Set-up

- Assist in setting up for all University events.
- Assist in setting examination furniture (desks and chairs).
- Assist in the movement of loads from one location to another.
- Install and maintain equipment like nets, posts, and protective covers.
- Inspection of goals posts and pitches including the marking of all sports pitches and setting up of pitches for sports.

3R Initiative

- Pick up litter from all designated rubbish collection areas around the campus.
- Collect and sort rubbish to recycle the same.

Equipment

- Operate equipment like hedge cutters, trimmers, chain saws, and ride-on mowers.
- Advise on the repair or replacement of faulty equipment

Cleaning

- Assist the Cleaners with work as directed by the Supervisor
- Water blast walkway, porch, toilets, and clean at heights that cannot be reached by the Cleaners.
- Maintain the drainage and irrigation systems.

Others

- Paint in the form of marking car parks and road curbs.
- Provide daily reports of work completed.
- All other departmental tasks are assigned by the Supervisor from time to time.

5. KEY CHALLENGES

- Decision-making in an environment of a high level of ambiguity and resistance to Heads of Colleges/Divisions to accept change.
- Ensuring conformity in the implementation of policies and processes in an organization with diversity in people and organizational culture.

6. AUTHORITY LEVEL

- Operating Expenditure :.....
- Capital Expenditure :.....
- Others :.....

7. QUALIFICATION AND EXPERIENCE

- Secondary level education with some relevant work experience in grounds maintenance.
- Must have work experience in grounds maintenance.
- Preference will be given to candidates with some form of experience in landscaping works as well.

8. KNOWLEDGE & SKILLS

- Must be physically and medically fit to undertake laborious tasks demanded of the position.
- Must have demonstrated working knowledge of lawns, plants, and trees, their care, and maintenance.
- Where required the person may be requested to keep records of all equipment and tools in the custody of the grounds-maintenance team.

9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Facilities Management Coordinator	On a daily basis
Manager Facilities Management & Administration	As and when required
Director Estates & Facilities	As and when required

EXTERNAL	FREQUENCY
NA	NA

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.