

## Job Description

### 1. Job Details:

<b>Position Title:</b>	<i>Landscape Supervisor</i>	<b>Salary Grade:</b>	
<b>Reports to:</b>	Senior Landscape Supervisor	<b>Department:</b>	Facilities Management

### 2. Job Purpose:

- 1) The position plans, schedules and directs the activities of personnel and contractors engaged in soft landscape maintenance, and makes long-range planning recommendations regarding fiscal needs, construction, maintenance and repair of secondary roads and parking lots, athletic areas and campus landscaping.
- 2) Performs tasks concerned with maintenance of soft landscape and monitoring irrigation system and shall overlook the indoor plants supply maintenance at Qatar Foundation campuses and premises.
- 3) Compiles and produces daily, weekly, monthly, reports and other presentations required by the Department.

### 3. Job Dimensions:

<b>Annual Operating Budget/Project Budget/Sales Revenue:</b>	
<b>Number of Staff Supervised:</b> 2	<b>Direct Reports &amp; Total:</b>

### 4. Key Result Areas :

KEY RESULT AREAS	
1)	This position is responsible for work related to the supervision of soft landscape maintenance and monitoring of irrigation system. It will entail the supervision of a major contractor.
2)	Inform, advice and redirect the operational issues with regards to the repair works / upgradation of the irrigation system to the supervisor.
3)	Responsible for the supervision of activities of personnel and contractors engaged in indoor plants supply and maintenance program. Advice on construction and remodelling works, designs, plans for specific projects and co-ordinate with contractors and or project engineers for execution.
4)	Prepare and produce Scopes of Works and participate in the bidding process for incoming projects.
5)	Plans or assists in the planning of soft landscaping and other grounds projects by preparing rough sketches and schedules, and estimates of manpower, materials and equipment necessary to accomplish the project.
6)	Review contractor's method statements and monitors performance of activities as required and ensures that the daily work activities are done efficiently.
7)	Evaluate the contractor performance, timesheets, contract invoices, and contract commitments. Inspect work performed, ensuring proper and timely completion. Highlights discrepancies and variances to his supervisor.

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- 8) Recommends solutions for operational problems in work schedules, non-routine service, personnel utilisation and non-scheduled works. Verifies effectiveness and adequacy of propagating different kinds of plants, soil mixing, fertilization and transplanting to maintain quality of plants in the nursery.
- 9) Maintains knowledge of safety policies and procedures regarding the proper tools/equipment for land preparation and cultivation such as trimming, cutting, fertilizing and removal of weeds.
- 10) Generate daily, weekly & monthly report indicating progress or deficiencies in irrigation system, pest control requirements, nursery operation and civil works.
- 11) Maintains the Cultural Growth & Development of different varieties of plants, trees and lawns.
- 12) Recommends solutions for the different plant pest/disease and applied preventive measures such as treatment of insecticides, fungicides, nutrient deficiency or any biological problems and adoption control measures.
- 13) Recommend the purchase of services, supplies, materials and new equipment.
- 14) Participate in budget preparation and development. Determine fiscal requirements, make projections and prepare departmental budget, monitor, verify and reconcile the expenditure funds, ensure compliance with the Foundation policies and procedures.
- 15) Collects and inputs data into the CAFAM system. Produces reports indicating backlog of pending work and materials. Highlights jobs affecting the safety and integrity of the Foundation and its facilities.
- 16) Supervise various personnel functions including but not limited to time sheets, hiring, performance appraisals, transfers and vacation schedules.
- 17) Conducts periodic inspections of locations to review work standards.

### 5. Operating Environment, Framework & Boundaries:

Air conditioned building environment 60% and project grounds 40%.

### 6. Communications and Working Relationships:

Incumbent deals with confidential information related to operations, and contracts where indiscretion with information can be detrimental to the interests of the Foundation. Frequent work contacts with employees within the Department. Contacts with other personnel from other Departments and Contractors at his own level.

### 7. Problem Solving & Complexity:

Takes problem solving decisions and corrective action with contractors.

### 8. Decision Making Authority & Responsibility:

The job is demanding and needs good planning to assess priorities. The incumbent will demonstrate a high degree of initiative in carrying out his own duties and producing reports that will assist the department in formulating cost saving measures and improve the availability and reliability of the Central Plant and associated utilities. Work is subject to review of his supervisor.

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### 9. Knowledge, Skills & Experience:

- Diploma in an Horticultural discipline with Civil Engineering background. Good written and oral knowledge of English.
- At least three years grounds maintenance experience, of which 2 years must have included assigning and evaluating the work of grounds maintenance crews/contractors at two or more facilities. Good working knowledge of the methods of horticulture including, irrigation systems, planting, plant material, cultivating and caring for trees, shrubs, flowers and grass areas. Civil maintenance experience and knowledge is desirable.
- Proficiency in the use of computers with knowledge in MS Word, Excel and Access.
- Prepares and maintains various records/reports, such as Daily/Monthly Activities, Weekly/Monthly Operations Report.

### 10. Approvals:

*Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.*

Approved:	Signature:	Date:
Name: Rashid Mubarak Al Naimi		
Name: Mohd Al Malki		

### DECISION MAKING LEVELS

<b>A</b>	<i>This job operates under direct and detailed work instructions and quite close supervision with immediate feedback</i>
<b>B</b>	<i>This job operates within general instructions and well-established instructions / routines and is closely supervised</i>
<b>C</b>	<i>This job operates within standardised procedures, practices and work routines and general work instructions. Supervision is general and is concerned with progress and results</i>
<b>D</b>	<i>This job works within broad procedures and practices that have clear precedents with operational guidance being readily available if needed. It is subject to managerial control and review of results upon completion</i>
<b>E</b>	<i>This job is free to determine how to achieve clearly defined annual departmental objectives through directing others. It is covered by functional policies (as distinct from procedures) and precedents. It is subject to executive management review and direction</i>