



## Office of the Services Commissions

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### **CIRCULAR No. 108** **OSC Ref. C. 4858<sup>48</sup>**

**29<sup>th</sup> February, 2024**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Landscape Supervisor (SOG/ST 3)** in the **Public Gardens and Zoo Branch (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary range \$1,984,305 - \$2,668,670 per annum.

#### **Job Purpose**

Under the direction of the Horticulturist/Agronomist (SOG/ST 6), the Landscape Supervisor (SOG/ST 3), performs landscape duties at the Head Office, within the Public Gardens as well as on income generating projects for private entities. This includes building and maintenance of the Gardens, Parks and other outdoor Landscapes.

The incumbent also utilizes landscaping techniques and equipment, power tools, small machinery and hand tools to carry out landscape services and to ensure the proper handling of all materials. Additionally, he/she creates plans and designs; prepares models and cost estimates and meets with clients to discuss design and cost.

There is also the requirement to supervise and co-ordinate the work of the Landscape Attendant and to design high quality landscape arrangements and provide optimum services for all related activities.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Participates in the development of Work Plans for the landscaping staff;
- Assists with special projects for the Branch;
- Prepares landscaping project documents;
- Monitors their work programmes to ensure that work is carried out as planned;
- Ensures that agreed targets are met;
- Prepares monthly reports for submission to the Horticulturist/Agronomist;
- Ensures that all processes, systems and controls are in place to enable the achievement of objectives;
- Provides guidance to staff on landscaping techniques.

##### ***Technical/Professional:***

- Ensures that plants for landscaping are propagated according to horticultural standards;
- Supervises the establishing of lawns by mulching, aerating, weeding, grubbing and removing thatch, and trims around flower beds, walks and walls;
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders;
- Plants seeds, bulbs, foliage, flowering plants, grass, ground covers, trees and shrubs, and applies mulch for protection, using gardening tools;
- Supervises the mowing of lawns, using power mowers and other gardening tools;
- Plants seeds, bulbs, foliage, flowering plants, grass, ground covers, trees and shrubs, and applies mulch for protection, using gardening tools;
- Provides landscape services to internal and external customers;
- Follows planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage;
- Attaches wires from planted trees to support stakes;
- Decorates gardens with stones and plants;
- Supervises the gathering and removal of litter;
- Spreads topsoil, and straw over seeded soil to hold soil in place;
- Plans and cultivates lawns and gardens and maintains irrigation systems;
- Supervises the pruning and trimming of trees, shrubs, and hedges, using shears, pruners, or chain saws and the raking, mulching, and composting of leaves;

- Trims and picks flowers and cleans flower beds;
- Waters lawns, trees, and plants, using portable sprinkler systems, hoses, or watering cans;
- Advises customers and staff on plant selection and care;
- Builds forms and mixes and pours cement to form garden borders;
- Installs rock gardens, ponds, decks, drainage systems, irrigation systems, retaining walls, fences, planters, and/or playground equipment;
- Maintains and repairs tools, equipment and structures such as buildings, greenhouses, fences, and benches, using hand and power tools;
- Provides proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other grounds features;
- Uses irrigation methods to adjust the amount of water consumption and to prevent waste;
- Cares for artificial turf fields, periodically removing the turf and replacing cushioning pads, and vacuuming and disinfecting the turf after use to prevent the growth of harmful bacteria;
- Identifies any equipment or supply needs to ensure team members have tools and supplies to complete assignments;
- Oversees the caring for natural turf fields, making sure the underlying soil has the required composition to allow proper drainage and to support the grasses used on the fields;
- Marks design boundaries, and paints natural and artificial turf fields with team logos and names before events;
- Operates powered equipment such as mowers, tractors, twin-axle vehicles, snow blowers, chain-saws, electric clippers, sod cutters, and pruning saws;
- Uses hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes;
- Conducts final inspection to ensure all landscaping objectives are met;
- Participates in the training of landscaping staff and customers.

***Human Resource:***

- Provides leadership and guidance to staff supervised;
- Supports the Horticulturalist/Agronomist in developing, maintaining and promoting a supportive work environment;
- Fosters a culture of teamwork;
- Identifies and addresses staff needs;
- Monitors and evaluates the performance of the Landscaping Attendants;
- Ensures that staff members are aware of and adhere to the procedures and guidelines governing the operations of the Ministry;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good customer and quality focus skills
- Good interpersonal skills
- Good reporting skills
- Good planning and organizing skills
- Good supervisory management skills
- Ability to use initiative

***Technical:***

- Proficient in landscaping techniques
- Good knowledge of trees, shrubs, grasses and flowers in the Public Gardens
- Ability to operate motorised and manual landscaping equipment
- Good knowledge of botanical gardening and crop management
- Good knowledge of soil fertility and structure
- Knowledge of the operations of Government/Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- Associate Degree in General Agriculture or related field of study;
- One (1) year related experience.

**OR**

- NVQJ Level 3 in Horticultural/Landscape/Turf Management from Ebony Park or equivalent from Knockalva/Elim;

- At least one (1) year related experience.

**Special Conditions Associated with The Job**

- Required to work under extreme conditions (sun, dust and water) on occasions;
- Exposed to harassment, threats and abuse hostile persons invading the compound seeking employment, caught stealing or vandalizing property, or from persons where animals are impounded for trespassing and damaging the property of the Branch;
- Exposed to chemicals;
- Required to wear protective gears.

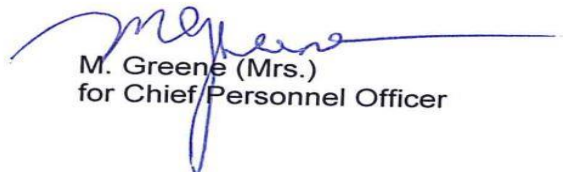
Applications accompanied by résumés should be submitted **no later than Wednesday, 13<sup>th</sup> March, 2024 to:**

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6

E-mail: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



M. Greene (Mrs.)  
for Chief Personnel Officer