



## Solomon Islands National University

### Job Description

Title	Campus Grounds Supervisor
Incumbent Name	
School/Department	Campus Life Department
Grade	G3.1
Category	Support Staff
Reporting position	Campus Groundman/Assistant Campus Groundsman
Reports to:	Manager Campus Life Department
Location/Campus	Campus Life Department/Kukum Campus

### Summary of Duties

Campus grounds upkeep falls under the Campus Life Department which provides student accommodation and dining services for students and the grounds upkeep to the Campuses of the University. The Grounds unit develops and maintains the exterior landscape of all SINU campus grounds and facilities

The grounds supervisor is responsible for providing landscape development and maintenance services for all outdoor areas of the University. This includes exterior management in the grounds and parks, lots and around all class rooms and facilities including drainage and walk ways excluding staff houses. This position interacts with the Property and Campus Management Manager, Deans of Schools and Department Directors and Managers for the development, upkeep and maintenance of the physical outlook of the campus grounds and surrounding facilities external cleanliness maintenance.

### Main Duties and Responsibilities

Key tasks	<p><b><i>People and Project management</i></b></p> <ul style="list-style-type: none"><li>• Closely oversees daily activities of SINU grounds employees; this includes day-to-day and long-term operations of the University Grounds</li><li>• Ensures safety is maintained within the landscape and grounds of the University and keeps and adhere to policies and procedures of safety in the discharge of his/her duties.</li><li>• Enforces safety attitudes with the operations of equipment</li></ul>
-----------	--

- Ensure all grounds related maintenance requests are attended to and completed thoroughly and in a timely manner
- Maintain an organized, clean and safe work area and environment for workers
- Responsible for the monitoring of and checking of inventory of equipment, tools, parts and supplies for the Section to ensure smooth operations
- Inspect grounds and surroundings and other grounds areas as required to minimize liability concerns to the University

#### ***Reporting and advice***

- Work with Campus Life Manager to ensure that physical condition of the Campuses is maintained according to University requirements observing operating and safety standards
- Ensure there is the scheduling of preventative maintenance on all equipment used by the Section
- Assists with the creation of long and short terms strategies in the planning, organizing and direction of routine grounds operations

#### ***Administration and Finance***

- Maintains proper inventory of needs and purchases for the Section
- Oversees training and supervision of grounds staff to maintain an orderly, safe, and efficient grounds maintenance operation
- Responsible for supervision, performance management, coaching, mentoring and training of staff under his/her supervision.
- Responsible for the management of contract services in the area of University grounds and landscape development
- Assists the Campus Life Manager developing the Grounds unit operating budget.
- Provides excellent customer service and communications for all levels of staff, students, customers and visitors to the University in his area of responsibility.
- Responsible during emergencies to make decisions and exceptions regarding policies and procedures

Dimensions

#### **Problem solving and impact**

- To resolve problems affecting the management of day to day business in accordance with University's regulations.

	<ul style="list-style-type: none"> <li>• To make decisions regarding the operational aspects Administration and Human Resource Management within the Department</li> <li>• To contribute to decisions, that has an impact on other related school /Department activities.</li> </ul> <p><b>Resource management</b></p> <ul style="list-style-type: none"> <li>• To contribute to the overall management of the department in areas such as budget maintenance and business planning.</li> <li>• To alert the Manager Campus Life to any budget shortfalls and issues within the area of responsibility.</li> <li>• To contribute to the management of quality, audit and other external assessments.</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>• To balance the competing pressures knowledge transfer, administrative demands and deadlines.</li> <li>• To skillfully work cross departments and functions in the resolution of Campus Grounds issues.</li> <li>• To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).</li> <li>• To engage in continuous professional development.</li> <li>• To understand and apply the principles of equality of opportunity in an academic context.</li> </ul> <p><b>Decision Making Authority</b></p> <ul style="list-style-type: none"> <li>• Provision of advice to staff/Students on Campus Grounds policies and rules</li> <li>• Assistance in the allocation of workload for area</li> <li>• Maintenance of budget for department and reporting of discrepancies</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• To adhere to the University’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for own health and safety and that of colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To ensure a healthy and comfortable working environment</li> </ul>
Qualifications required Experience	<p><i>MQR</i></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Sound working knowledge in landscape/grounds keeping services</li> <li>• Good verbal and written communication skills in the English language including report writing, including active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management</li> <li>• Sound decision making and reasoning skills, and ability to develop</li> </ul>

Most frequent Contacts	<p>ideas to solve problems and conduct operations analysis and quality control analysis</p> <ul style="list-style-type: none"> <li>• Sound and effective interpersonal and work leadership skills to provide guidance to other personnel</li> <li>• Thorough knowledge and understanding of safety regulations procedures requisite with landscape maintenance equipment and activities</li> <li>• Knowledge and understanding of safety regulations procedures requisite with landscape maintenance equipment and activities</li> <li>• Ability to provide plant and pest identification</li> <li>• Experience in operating landscape power/gas tools</li> <li>• Experience in the enforce of safety at work rules and practice</li> <li>• Certificate preferred in grounds operations</li> <li>• Minimum of 5 years experience the supervision of landscape maintenance</li> <li>• Experience with diverse landscape elements including but not limited to grass management, herbaceous and woody ornamental plant identification and culture, irrigation/watering of plants, pest management landscape design and construction</li> </ul>
	<p>Campus Life Manager/Staff  SINU Staff  Students  Suppliers  SINU community  Other stakeholders</p>

**Document History**

Approval Date/ Date of Classification	
Review Date	
Revision History	

**Signatures**

HR Officer	
Employee	
Director HR	



## Terms and Conditions for Grade 3 of the University Salary Structure

<b>Employment Type:</b>	Three (3) years Fixed Term
<b>Salary Range</b>	<b>SBD\$33,000 – SBD\$51,000</b> per annum gross before tax, commensurate with the University’s Qualification Requirements and Relevant experience.
<b>Gratuity:</b>	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
<b>Housing:</b>	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University’s Housing Policy. University housing through application and on availability of houses.
<b>Annual Leave:</b>	30 Calendar Days per annum.
<b>Leave Passage:</b>	Entitled to annual return seafares for employee and legal dependants to nearest port-of call of employee’s home village with travel assistance of \$2000.
<b>Other benefits:</b>	Other conditions and benefits according to SINU Staff terms and conditions of Employment
<b><i>Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.</i></b>	