



Job Description

Position Title	Grounds (2 Positions)
Faculty Department	Properties, Facilities and Projects Department (PFPD).
Reports to	Supervisor
Position Level	Grade 1 (GSS)
Purpose of the Role	The Grounds is responsible for the maintenance, cleanliness, and presentation of all outdoor areas within the University premises, ensuring a safe, functional, and aesthetically pleasing environment.
Detailed Roles & Responsibilities	
Responsibilities	• Maintain and care for lawns, gardens, sports fields, and landscaped areas. • Mow grass, trim edges, prune plants, and remove weeds regularly. • Water plants, trees, and turf to ensure healthy growth. • Operate and maintain grounds equipment such as lawnmowers, trimmers, and blowers. • Collect and dispose of rubbish, leaves, and garden waste. • Prepare sports fields and outdoor areas for events and activities. • Assist with planting flowers, trees, and shrubs as directed. • Carry out basic repairs to outdoor facilities such as fences, pathways, and irrigation systems. • Follow health and safety procedures when using tools and chemicals. • Report any damage, hazards, or maintenance needs to supervisors.

Quality	• Adhere to SINU policies, OHS, and Code of Conduct. • Maintain a clean and organized workspace.
Teamwork	• Work collaboratively with supervisors, staff, and other team members. • Assists colleagues during large-scale cleaning, landscaping, or event preparations. • Maintains a respectful, positive, and professional working relationship with all staff.
Qualification/ Experience	• Basic education (secondary school completion preferred). • Previous experience in gardening, landscaping, or grounds maintenance is an advantage. • Ability to safely use basic hand tools and grounds equipment. • Physically fit and able to perform outdoor manual work. • Understanding of basic plant care and lawn maintenance preferred. • Willingness to learn and follow workplace safety procedures.
Key Deliverables	• Well-maintained lawns, gardens, and sports fields. • Clean and safe outdoor environments across campus. • Timely preparation of sports grounds and event areas. • Properly maintained tools and equipment. • Reduced hazards (e.g., overgrown areas, debris, slippery surfaces). • Consistent improvement in campus appearance and cleanliness.
Key Selection Criteria (KSC)	KSC 1: Experience • Demonstrated experience in carry out lawn mowing, trimming, gardening, and general outdoor maintenance tasks efficiently.

	KSC 2: Equipment Handling • Ability to safely operate and maintain basic grounds keeping tools and machinery. KSC 3: Physical Fitness & Work Ethic • Capacity to perform physically demanding outdoor work in varying weather conditions with reliability and commitment. KSC 4: Teamwork & Communication • Ability to work effectively within a team, follow instructions, and communicate clearly with supervisors and colleagues. KSC 5: Safety Awareness • Understanding of workplace health and safety practices, including proper use of PPE and safe handling of equipment. KSC 6: Commitment to Quality • Demonstrated commitment to maintaining high standards of cleanliness, presentation, and campus aesthetics.
Compliance	• Comply with all SINU policies and procedures. • Adhere to Occupational Health and Safety (OHS) requirements.
Terms and condition	This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies. Annual Salary Range: \$16,669.18 - \$27,569.80.

	Annual Leave Entitlement: 20 working days. Annual Gratuity: 15% of annual basic salary (paid bi- annually). Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes.
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i>  Deputy Director Human Resource: Date-Approved: 3rd August 2026 Additional Comments: