

## **JOB DESCRIPTION**

<b>Job Title</b>	Asst. Manager- Horticulture & Landscaping
<b>Division / Department / Function</b>	Infrastructure/ E&M/ Horticulture & Landscaping
<b>Approved By (Immediate Supervisor)</b>	Manager – Landscaping & Horticulture
<b>Date</b>	27-07-2011

### **1. JOB PURPOSE**

(Briefly describe the general purpose of the position or its significance from the organisation's point of view and how it contributes to the overall mission/objective of the organization).

#### **Maintenance & Operations**

- ⇒ To manage, develop and supervise and undertake strategic reviews of airside unpaved areas and Landside landscape
- ⇒ To oversee the operation and development of Key Performance Indicators for services, in particular those for the landscape maintenance services.
- ⇒ To participate and lead on relevant initiatives and projects e.g. sustainability/green housekeeping, climate change, plant database, etc.

#### **Project Management / Installation & Commissioning**

- ⇒ Knowledge of contracts including writing and reviewing contracts, contract re-lets and general contract management, BOQ preparation, budgeting, scheduling of work.
- ⇒ Strategic Thinking. Ability to use initiative to solve problems in potentially variable and diverse situations.
- ⇒ Implementing project plans within preset budgets & deadlines & coordinating projects for set up facilities.
- ⇒ Preparing project schedules/plans, engineering designs/drawings and technical information to company requirements, coordination for statutory requirements.
- ⇒ Verifying layouts for the project as per the process and material flow needs.
- ⇒ Foreseeing performance bottlenecks / critical path & taking corrective measures to avoid the same.

#### **General Administration**

- ⇒ To administer, manage and oversee landscape maintenance system and related software systems (SAP), including links with the works systems. Work will include providing management information, producing and updating databases and desk instructions and generally providing a support service for all users.
- ⇒ To advise on and support the development of the “Confirm” systems for landscape maintenance, works and arboriculture and other related software systems.
- ⇒ To deliver training within in horticultural systems.

- ⇒ Coordinating with higher authorities, statutory bodies, vendors and contractors for the smooth running.
- ⇒ Maintaining effective coordination between various departments for finalization of deliveries as per defined service levels.
- ⇒ Managing harmonious employee relations through grievance handling & taking disciplinary action.

**Quality Control/Assurance**

- ⇒ Ensuring adherence to quality standards (ISO) and maintaining all related documents.
- ⇒ Practicing quality standards with key emphasis on improving quality.

**Team Management**

- ⇒ Leading, training and monitoring the performance of team members to ensure efficiency in operations and meeting of individual and group targets.
- ⇒ Creating and sustaining a dynamic environment that fosters the development opportunities and motivate high performance amongst the team members.

**2. PRINCIPAL ACCOUNTABILITIES**

(List the responsibilities/duties associated with the job and the major activities associated with each responsibility. For each responsibility/duty listed, give the factors on which an individual’s performance is judged).

Accountabilities	Major Activities
<p>Planning , monitoring , execution , operation &amp; Maintenance of Assets ( Landside &amp; Airside) pertaining to the following department &amp; ensuring the high serviceability of system</p> <ol style="list-style-type: none"> <li>1. Airside Unpaved areas</li> <li>2. Landside Landscaping</li> <li>3. Terminal Building Landscaping</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintaining the airside unpaved areas including 189 acres lawn and 900 acres of vegetation.</li> <li>2. Preparing Operation and Maintenance Manuals, Standard Operating Procedure (SOP), &amp; Emergency Operating Procedure (EOPs) for smooth running of operations.</li> <li>3. Maintaining the landside landscaping of around 184 acres</li> <li>4. Ensure maintenance planning, control processes and systems are developed and implemented</li> <li>5. Assist Manager Landscaping &amp; Horticulture Engineering &amp; Maintenance in the monitoring of the implementation of action plans in ensuring safe maintenance practices and compliance to the regulatory authority needs.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Preparing preventive &amp; corrective maintenance schedules to insure the proper utilization of men and material.</li> <li>7. Preparing the duties and responsibilities' for Maintenance executives and contract supervisors</li> <li>8. Preparation of estimates for new landscaping projects.</li> <li>9. Train the Maintenance executives and contract supervisor Hi-Tech horticulture technologies and modern concepts.</li> <li>10. Tracking and generating various reports like Daily, Weekly&amp; monthly reports, RFP, Snag rectification report, history card for the equipment's, etc.</li> <li>11. Providing the proper feed back to the management in weekly basis (MIS)</li> <li>12. Provide the technical support to resolve the issues/problem in time to time.</li> </ol>
Ensure the Effective implementation of ISO 14001 Environment Management System	<ul style="list-style-type: none"> <li>▪ Preparing the awareness Leaflets/Pamphlet's.</li> <li>▪ Trained the staff on safety, technical aspects, ISO 14001:2004 EMS standards &amp; procedure which reduced critical paths in the operations</li> <li>▪ Introduced the Integrated Pest control and Integrated nutrient management to reduce the consumption of agro chemicals by 50 %</li> </ul>
Up gradation of Landscaping in at BIAL	<ul style="list-style-type: none"> <li>▪ Implementing project plans within preset budgets &amp; deadlines &amp; coordinating projects for set up facilities</li> <li>▪ Arranging weekly review meeting and circulating the MOM</li> </ul>
Ensure the completion of CAPEX/OPEX budget Work	<ul style="list-style-type: none"> <li>▪ Maintenance Annual Maintenance Contract of Landscaping &amp; Horticulture includes monthly bill preparation, verification contractor bills and statutory requirements.</li> <li>▪ Monitoring of CAPEX/OPEX Work</li> </ul>
Nursery Development	<ul style="list-style-type: none"> <li>▪ Developing and Maintaining the nursery and greenhouse inside the airport</li> </ul>

**3. INTERACTIONS**

(List the job roles that you interact with inside or outside the company to enable you to meet your accountabilities).

**Internal Interaction**

<b>List the job roles you need to interact with Internally in the organization to enable success in your day to day work</b>
▪ Terminal Manager
▪ AOCC & Apron Managers
▪ Head -Safety
▪ Manager’s – Airfield Civil, Landside Buildings, Services, Vehicle and Equipment, Airfield Electrical & Water and Waste water
▪ Head Land side Traffic
▪ Manager - Security
▪ Project & Planning Department
▪ CISF Senior commandant
▪ Head –HR
▪ Procurement Team
▪ Accounts & Finance team

**External Interactions**

<b>List the job roles / entities / forums you need to interact with outside the organization to enable success in your day to day work</b>
▪ Interaction with Consultants
▪ Different Vendors/ Suppliers related to purchase/AMCs
▪ Interaction with Agriculture & Horticulture universities/Departments

**4. SKILLS AND KNOWLEDGE –**

**Educational Qualifications**

▪ BSc. Agriculture or Horticulture / Master Graduation in Horticulture or Landscaping
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**Relevant and total years of Experience**

<ul style="list-style-type: none"> <li>▪ A result oriented professional with over 7-8years of experience in Design, Project Management, and Operation &amp; Maintenance, Installation / Erection, Commissioning, handover &amp; takeover of landscaping.</li> <li>▪ Proficiency in Auto CAD 2009/2010</li> <li>▪ Proficiency in MS project Management &amp; MS Office</li> <li>▪ Excellent exposure and experience to Landscape Management.</li> <li>▪ Green House cultivation of flowers and bedding plants</li> <li>▪ Well versed in English Communication,</li> <li>▪ Willing to Learn.</li> <li>▪ Active participation in Association functions.</li> <li>▪ Quick decision making</li> <li>▪ Excellent office administration skills.</li> </ul>
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