

JOB DESCRIPTION

Job Title	EXECUTIVE - HORTICULTURE & LANDSCAPING
Division / Department / Function	INFRASTRUCTURE- Engineering & Maintenance
Approved By (Immediate Supervisor)	Manager – Landscape & Horticulture
Date	19/07/2011

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).

<ol style="list-style-type: none"> 1. To provide supervision and skills in the care and culture of plants, flower, and the maintenance of grounds. Responsible for supervising, planning, and assigning work for gardening areas 2. To make Airport premises a good aesthetic look/view. 3. To provide a pleasant, refreshing and stress free environment to the passengers.

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
Assists in Maintenance and analysis of Landscaping on Landside	<ol style="list-style-type: none"> 1. Inspects job sites to ensure the proper maintenance of plants, shrubs, lawns, Indoor plants and other allotted areas. 2. Plans, schedules, assigns, and supervises the landscaping, seeding, weeding, cultivating, and general care of the grounds. 3. Plans and supervises cultivation, pruning, spraying, and transplanting of a large variety of shrubs and trees. 4. Daily deployment and effective utilization of labors 5. Coordinating with Asst.Manager in planning, organizing, assigning and directing the work. 6. Instructing and observes crew in the proper use of tools and equipments & maintain a good working relationship with crew. 7. Coordination for up gradation of Execution of additional landscaping works at BIAL 8. Making of topiaries 9. Climatic Greenhouse construction and Maintenance 10. Prepares working sketches for the development, improvement, or expansion of landscaped areas. 11. Requisitions and distributes materials and equipment for grounds maintenance work. 12. Plans and supervises operation of a greenhouse.

<p>Assists in maintaining the Airside unpaved areas.</p>	<ol style="list-style-type: none"> 1. To maintain the landscaped area within the limits in Airside including the Runway and Taxiway shoulders. 2. Maintain the vegetation in Airside Critical areas. 3. Coordinates with Apron team for deployment of Manpower and get the work done by contract manpower. 4. Daily Deployment of Laborers as per planned activity and also the finishing the prioritized works with urgency.
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3. MAJOR CHALLENGES

(List the major challenges you face on an on-going basis in carrying out your job).

<ol style="list-style-type: none"> 1. Coordination with landscaping colleagues, Maintain the landscaping & Greenery at BIAL to increase the aesthetic value as per ISO 14001-2004 policies 2. Maintaining the grass height in Runway and Taxiway shoulders. 3. To work in Maneuvering area during operational time 4. Ensuring Proper Vacation during Saturday Maintenance slot. 5. To meet the deadlines during Project execution

4. INTERACTIONS

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

Internal Interaction

<p>Technicians, / cum Operator, Engineers, Asst. manager. Managers ,Material Management & Procurement, Terminal Managers, CISF & Safety.</p>

External Interactions

<p>Coordination with the Landscape vendors, Nursery men</p>

5. DIMENSIONS

(List the significant numerical data which will reflect the scope and scale of activities concerning this job).

Financial Dimensions

(These should be quantifiable numerical amounts like annual budgets, project costs, annual revenue, purchase value etc.).

- Person should have executed CAPEX Landscape works and aware about cost benefit analysis.

Other Dimensions

(Indication of some of the significant volumes associated with the job like number in team/ staff handled etc).

Should able to handled AMC contracts. & also should have exposure to Airfield Landscape maintenance

6. SKILLS AND KNOWLEDGE –

(State the minimum acceptable proficiency for this job which best indicates the education and/or experience requirements of this job and not the incumbent).

Educational Qualifications

- Bachelor’s degree in Horticulture / Agriculture, or a related field – Essential
- Languages : Kannada ,English/Hindi/Telugu
- LMV Driving License

Relevant and total years of Experience

- A result oriented professional with over 5-6 years of experience in Supervision & Maintenance, Installation / Erection, of landscaping.
- Proficiency Auto CAD - Optional
- Proficiency in MS office.
- Well versed in English Communication,
- Willing to Learn.
- Airfield Landscape Maintenance