



JOB DESCRIPTION

Job Title:	Assistant Supervisor (Landscape)
School/Department:	Estate Department
Job Family and Level:	PSS - Level 2
Contract Status:	Permanent
Reporting To:	Team Lead / Facilities Manager
Job Overview:	The Assistant Supervisor Landscape supports the Team Leader in coordinating and supervising daily landscape maintenance operations by overseeing and supervising outsourced personnel. The role ensures the effective execution of routine landscape activities, including grass cutting, pruning, trimming, watering, fertilizing, landscape enhancement, and site housekeeping. The incumbent is responsible for ensuring all assigned work is carried out safely, efficiently, and in accordance with approved schedules, quality standards, and operational requirements.

Generic Roles:

No.	Description
1.	Site Supervision & Quality Control: - Coordinate daily landscape maintenance activities to ensure all assigned tasks are completed efficiently, safely, and in accordance with the approved work schedule. - Check work areas to verify that routine maintenance, enhancement works, and defect rectification activities are completed in compliance with established quality standards. - Ensure all workers comply with safety procedures, PPE requirements, and site-specific rules at all times. - Ensure housekeeping standards are maintained at all work locations by keeping sites clean and organised, upon completion of daily activities.
2.	Plant Health & Equipment Care: - Check and report the overall health and condition of trees, shrubs, groundcovers, turf, and ornamental plants by identifying signs of pests, diseases, nutrient deficiencies, water stress, and physical damage, and recommend or coordinate appropriate corrective actions for replacement. - Conduct monthly machine and equipment inventory checks to ensure all tools and machinery are available, properly maintained, and in good working condition.
3.	Vendor Team Coordination: - Coordinate and supervise the daily work activities of outsourced workers and landscape contractors to ensure all assigned tasks are completed efficiently, safely, and in accordance with the approved work schedule. - Conduct and assist in daily toolbox meetings and work briefings to communicate work scope, daily priorities, safety requirements, quality expectations, and operational updates. - Foster effective teamwork, open communication, and a positive working environment to enhance productivity, service quality, and overall team performance.

Specific Roles:

No.	Main Responsibilities
1.	Reporting & Documentation: - Assist in preparing and maintaining daily inspection checklists and work progress records. - Assist in recording and compiling incident and monthly defect reports. - Maintain daily records of machine and equipment inventory. - Report work progress, outstanding tasks, and site issues to the Team Leader or Manager.
2.	Environmental & Additional Responsibilities: - Support waste management and good housekeeping practices within assigned zones. - Assist during monthly inspections, audits, and management site walk-throughs. - Support emergency landscape works such as fallen trees, flooding, or urgent maintenance requirements. - Assist in troubleshooting minor issues before escalating. - Ensure all landscape areas within assigned zones remain clean, safe, and presentable at all times.

Job Requirements:

Specification	Essential	Desirable
Qualifications / Education	- Diploma or Certificate in Landscape Management, Horticulture, Agriculture, Environmental Management, or related field. - SPM with relevant landscape experience may be considered.	Certified Landscape Technician or other relevant professional certification.
Working Experience	- Minimum 2–3 years of experience in landscape maintenance, horticulture, or grounds maintenance. - Experience in scheduling routine maintenance works.	
Knowledge and Skills	- Good knowledge of tropical plants, turfgrass, trees, shrubs, and landscape maintenance practices - Ability to supervise teams and monitor work quality.	Ability to prepare reports, work schedules, and inventory records.
Character Attributes	- Proactive, responsible, and willing to work outdoors. - Positive attitude and willingness to learn. - Good teamwork and interpersonal skills.	
Working Conditions	- Full-time position. - Availability for emergency response outside of regular working hours (evenings, weekends, or holidays).	