

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Gardener

1.2 Position Level: GSC

1.3 Occupational Group: Administrative and Technical Staff

1.4 College/OVC: College of Natural Resources

2. MAIN PURPOSE OF THE POSITION

- To maintain and enhance the aesthetic appearance of the college campus through proper landscaping and gardening.
- To establish, cultivate, and maintain lawns, flower beds, trees, shrubs, and ornamental plants.
- To ensure that the college grounds are clean, attractive, safe, and environmentally sustainable.
- To support campus beautification and environmental conservation initiatives.

3. GENERAL ROLES AND RESPONSIBILITIES

Garden and Landscape Maintenance

- Plant, water, weed, prune, and maintain flowers, shrubs, trees, hedges, and lawns.
- Prepare soil, apply manure, fertilizers, and compost as required.
- Mow lawns, trim hedges, and maintain landscaped areas in a neat and healthy condition.
- Replace damaged or dead plants and undertake seasonal planting activities.

Campus Beautification

- Maintain flower beds, ornamental gardens, and green spaces throughout the campus.
- Assist in developing and implementing landscaping and beautification projects.
- Ensure pathways, gardens, and surrounding areas remain clean and visually appealing.

Equipment and Resource Management

- Operate and maintain gardening tools and equipment safely.
- Report damaged tools, equipment, or irrigation systems for repair or replacement.
- Ensure proper storage and care of gardening equipment and materials.

Environmental and Safety Practices

- Dispose of garden waste appropriately and promote environmentally sustainable gardening practices.

- Apply pesticides, herbicides, and fertilizers safely in accordance with relevant guidelines.
- Observe workplace safety procedures while carrying out gardening activities.

4. SPECIFIC ROLES AND RESPONSIBILITIES

The Gardener is responsible for maintaining the college's gardens, lawns, trees, and landscaped areas to ensure a clean, attractive, and environmentally friendly campus. The position includes routine gardening, landscaping, plant care, maintenance of gardening equipment, and supporting campus beautification initiatives. The Gardener shall demonstrate diligence, responsibility, teamwork, and commitment in maintaining the college environment to a high standard.

5. QUALIFICATION REQUIREMENTS

5.1 Education

- No formal educational qualification is required.

5.2 Experience

- Preference shall be given to candidates with relevant experience in gardening, landscaping, horticulture, or grounds maintenance.
- Experience in maintaining institutional, public, or commercial gardens will be an added advantage.

5.3 Knowledge, Skills, and Abilities

- Basic knowledge of gardening, landscaping, and plant care.
- Ability to identify common plants, flowers, shrubs, and trees and understand their maintenance requirements.
- Ability to use and maintain gardening tools and equipment safely.
- Physically fit and capable of performing manual outdoor work in varying weather conditions.
- Hardworking, reliable, and able to work independently as well as part of a team.
- Good time management and ability to prioritize assigned tasks.
- Strong sense of responsibility, cleanliness, and commitment to maintaining a pleasant campus environment.