Basic job skills:

Landscaper

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| **Tasks for the landscaper:**   * build and maintain gardens, parks, squares, cemeteries and sports facilities * build and maintain smaller roads and public squares, steps, walls and fences * make and maintain stonework in cobblestone, shale and granite * establish and maintain planted areas and vegetation |

**Reading**

**On a daily basis the landscaper will:**

* read descriptions and instructions
* read brief notes
* read lists of various tasks to be carried out
* read safety posters
* read messages and emails
* read signs and symbols
* read work drawings and maps containing various information

**Regularly the landscaper will:**

* read operating manuals for new equipment and products
* read instructions on how to operate various types of machinery
* read reports and minutes of meetings
* read information about health, safety and the environment (HSE) and safety instructions
* read guidelines for waste management and recycling requirements
* read and understand new or changed internal procedures

**Occasionally the landscaper will:**

* read procedures and information about plant care
* read information and forms relating to their own employment relationship
* read training material
* read technical journals
* read employment contracts and forms relating to their own employment relationship

**Writing**

**On a daily basis the landscaper will:**

* write notes
* fill in quality and non-conformity checklists
* write short messages to themselves or others
* fill in and sign various forms
* fill in work plans

**Regularly the landscaper will:**

* report non-conformities and incidents to supervisors
* order goods and fill in order forms
* write down enquiries from customers, supervisors and suppliers
* sign for receipt of goods
* write information posters
* write messages and emails
* prepare various plans

**Occasionally the landscaper will:**

* write down new procedures for themselves or others
* write letters and applications
* take notes from training
* write reports on work performed
* write work orders and obtain supervisors’ signatures
* prepare lists of required equipment and machinery
* update operational and technical documentation
* fill in forms relating to their own employment relationship

**Oral skills**

**On a daily basis the landscaper will:**

* talk to the supervisor and colleagues to coordinate the work
* give and receive messages and instructions
* explain the nature of the work that is carried out
* plan the job in consultation with the client

**Regularly the landscaper will:**

* listen and respond to explanations from clients, supervisors, suppliers or colleagues
* suggest changes to assignments and working methods
* receive instructions and discuss the work with their supervisor
* explain tasks or challenges to hired personnel
* take part in lunch and break conversations

**Occasionally the landscaper will:**

* report incidents or accidents
* take part in training
* ask if anything is unclear
* discuss procedures with the supervisor and colleagues
* provide information to new employees and temporary staff
* report illness or absence
* talk to different suppliers to obtain offers for goods and services
* conduct performance reviews with their immediate supervisor

**Numeracy**

**On a daily basis the landscaper will:**

* use work drawings and convert them to full scale
* calculate the time needed to complete a job
* calculate how much material and equipment will be needed for a job
* calculate length, area/size, volume and weight relating to the work operation

**Regularly the landscaper will:**

* fill in timesheets
* compare prices from different suppliers
* check bills and invoices
* prepare underlying invoice documentation
* estimate or calculate the costs of a specific job
* check their own payslip
* calculate the correct number of plants for a flowerbed
* check surveying tools

**Occasionally the landscaper will:**

* assess the need for labour on the basis of a progress schedule and the workload
* check budgets
* calculate milage allowances
* calculate the cost of hiring personnel
* calculate consumption of resources in relation to expected use

**Digital skills**

**On a daily basis the landscaper will:**

* keep track of their own activities in a calendar
* check agreements with suppliers, supervisors or clients
* register non-conformities in forms
* send and receive messages and emails

**Regularly the landscaper will:**

* fill in information about work carried out
* send emails with attachments
* keep timesheets
* use standard office software
* enter figures and information in spreadsheets
* check product information
* order goods
* use a smartphone and tablet with different apps relating to tasks

**Occasionally the landscaper will:**

* search for product information, laws and regulations
* use photos to document incidents or non-conformities
* find updated HSE regulations
* use suitable computer programs to calculate times and prices
* check the internet for new environmental regulations
* compare prices from different suppliers
* submit and respond to calls for tenders
* save contracts or service agreements with suppliers
* use social medial to keep up to date and advertise their own business
* update travel logs
* use various digital arenas for collaboration and communication
* use digital learning resources for training
* use QR codes and barcodes as needed