



JOB DESCRIPTION:

Position:	Campus Supervisor: Fulton Adventist University College
Employer:	Fulton Adventist University College – an institution of the Trans Pacific Union Mission (TPUM) of the Seventh- day Adventist Church
Location:	Masimasi, Sabeto Road Nadi Fiji
Revised:	October 2021

Fulton Adventist University College Mission Statement:

To empower graduates through quality Adventist Higher Education for dedicated service to the South Pacific Community.

Position Summary:

The Role of the Campus Supervisor at Fulton Adventist University College is to:

Provide appropriate supervision of students and through personal involvement in grounds maintenance and the operation of a nursery, ensure that the grounds, gardens, and environment of the institution are tidy and attractive.

Qualifications Required:

1. Must be a practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. A record of successful management of people.
3. Have an interest in and aptitude for cross-cultural ministry.
4. Have an interest in and enthusiasm for presentation and the environment.

Core Competencies:

1. Well-developed interpersonal and relationship and skills.
2. An ability to train, supervise and hold those in their care to account for their work performance.
3. An eye for detail and a desire to have an attractive environment for the operation of the institution.

4. A knowledge of various commercial grounds maintenance standards, processes, and products.
5. Ability to develop a team and to work independently as required.

Specific Responsibilities:

1. Be responsible for the presentation of the grounds, gardens, and environment of the institution.
2. Manage a vibrant nursery for the use of the institution and as an industry.
3. Identify the maintenance needs of the grounds, determine the time for each task, schedule these in a systematic order and assign the necessary labour to ensure that appropriate standards of presentation are achieved consistently across the campus.
4. Manage those assigned in the maintenance of the grounds of the institution according to the agreed schedules.
5. In consultation with the Business Manager, procure the necessary and appropriate materials and supplies for the maintenance of the grounds of the institution.
6. Ensure that all residences, faculty, staff and student properties, are neat and tidy prior to the occupants taking up residence.
7. Be responsible for the care of all maintenance tools and equipment.
8. Provide a safe working environment in their area of responsibility by ensuring that appropriate occupational health and safety standards and procedures are implemented and followed.
9. Respect, support and practice the ethos of Seventh-day Adventist education, especially the principles of the Work Education Program.
10. Carry out any other responsibility assigned by the Property Manager and Administration.

Occupational Health and Safety

- Contribute to the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practicable to their supervisor.
- Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.

Committee and Board Membership

1. Workline Supervisors Advisory Committee
2. As appointed by the Staff Meeting

Key Performance Indicators:

1. Consistently reflects the mission and values of the Church.
2. Actively promotes the mission and values of the College to staff and students.

3. Competently meets the specifications of the Job Description.
4. Has a thorough mastery of the specific knowledge and competencies required for this position.
5. Actively nurtures and supports all persons who report directly to him.
6. Is respected by staff and students as a Christian professional.
7. Supports the administration in the effective management of the College.
8. Effectively oversees the presentation of the grounds, gardens and environment of the institution.
9. Consistently ensures that all appropriate occupational health and safety procedures are implemented in their areas of responsibility.
10. Responds positively to feedback.

Terms and Conditions:

The terms and conditions shall be read in conjunctions with the *Fulton College Employees Handbook*, this job description and the *SPD Working Policy* as amended from time to time.

Appointed by:

Fulton Adventist University College Administrative Committee.

Term:

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office for three years at which time the term may be renewed.

Performance appraisal:

Informal review after 6 months then formal appraisal at 12 months.

Responsible to:

Property Manager and Fulton Adventist University College Administration.

Remuneration:

As per the Fulton Adventist University College Wages Schedule as amended from time to time.

Personal Commitment:

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Employees Handbook*, and the *SPD Working Policy*.

Confirmation:

Name of the appointed person:

Signature of the appointed person: _____

Date of signing: _____

Signature of witness: (Fulton Officer) _____
