

POSITION DETAILS

TITLE	Civic Gardener
REPORTS TO	Team Leader, Open Spaces Operations
LOCATION	Whakatāne District Council offices
DATE	February 2023
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil

PURPOSE OF POSITION

Our Civic Gardener position sits within the Places and Open Spaces team of the Operations Depot to undertake a wide range of duties as required for the general maintenance of Places and Open Spaces assets throughout the District and to assist other teams within the department when required.

The Places and Open Spaces Section comprises reserves associated with public facilities, reserves and playgrounds, cemeteries and sports grounds.

The role is required at all times to champion awareness, involvement, compliance and commitment to maintaining a safe and healthy working environment. This includes ensuring all reasonably practical steps are taken to preserve the safety and wellbeing of our employees, public visitors, volunteers and contractors.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
AMENITY HORTICULTURE/CONSTRUCTION	Prepare planting beds, planting, weeding, fertilising, mulching, pruning, general maintenance, general construction and playground inspections, repairs and maintenance and any other horticultural practice.
TREE WORK	Assist in planting, pruning, removal and general arboriculture works.
SPRAYING	Undertake herbicide and pesticide application when required.
SMALL MACHINE OPERATION	Operate scrub cutters, chainsaws, tractors, specialised excavation machinery and any other horticultural plant and equipment. Machinery to be operated safely and in accordance with operating manuals/procedures.
GENERAL CLEANING	Undertake litter collection, sweeping paths, and other cleaning duties as required.
ADMINISTRATION	Accurate and timely work records prepared and delivered in accordance with standard procedures and relevant work management systems.
FUNCTIONS	Places and Open Spaces assets well maintained and operative.
HEALTH, SAFETY AND WELLBEING	<p>Ensure Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement any follow up corrective actions.</p> <p>Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>

ADDITIONAL DUTIES	<p>Assist with emergency management events as instructed and attend relevant training in Civil Defence as required.</p> <p>Attend relevant training, as required.</p> <p>Complete other duties that may be required, in agreement with the line Manager.</p>
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KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Public Consultants and Contractors Volunteers 	<ul style="list-style-type: none"> Manager, Places and Open Spaces Community Services Team Members All other staff within Council

PERSON SPECIFICATION

QUALIFICATIONS	Qualification in Amenity Horticulture, preferably recognised by the NZQA – e.g. Certificate in Horticulture.
EXPERIENCE	<p>Recent experience in amenity horticulture and/or a strong background in horticulture.</p> <p>Experience with equipment/machinery.</p> <p>Full clean drivers licence, HT an advantage.</p>
KNOWLEDGE, SKILLS AND ATTRIBUTES	<p>High attention to detail, excellent time management and ability to work unsupervised or with minimal supervision.</p> <p>Has good interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Has no previous medical conditions or injuries that will affect performance on this hands on position.</p>
OVERALL	<p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Able to work overtime and weekends should this be required.</p> <p>Full clean current drivers licence.</p>

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date

Manager signature

Date



OUR VISION AND VALUES

*Tō tātau matakiteanga
me ngā wāriutanga*

OUR VISION *Ngā matakiteanga*

 **Better Together**
Toitū te Kotahitanga

WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where
will the bellbird sing? If you ask me what is the
most important thing in the world
I will tell you, it is people, it is people, it is people.*

**We put people at the
heart of everything we do**
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We work as one team
Toitū te Mahi Tahi!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

**We are always learning
and improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

**We care about
our environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

**We are passionate
and proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together