

Position Description

Position Title:	Gardener
Reports To:	Team Leader – Queens Park / Team Leader – Amenities
Responsible For:	N/A
Group and Team:	Community Spaces and Places – Parks and Recreation – Parks Operations
Children's Worker:	Yes (Non-core)
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

Undertake all aspects of ornamental, horticultural, general gardening, and maintenance work at various sites in Invercargill and surrounds.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Gardening Duties

- Plant and care for trees, shrubs, bedding plants and pest and disease control.
- Ensure all horticultural duties are carried out in a professional and enthusiastic manner, to a high standard and meet timing requirements of the client.
- Read, understand, and follow landscape plans correctly.
- Carry out maintenance, inspections and development of Park's assets and facilities.
- Maintain all local parks, gardens, and grounds for the whole community to enjoy.
- Ensure gardens and grounds around the aviary/animal park area are neat and tidy.
- Routine maintenance of the display houses, to ensure plant presentation plants within the gardens are maintained in good health, kept free of weeds, pests and disease and watering is up to agreed standards.
- Ensure plants are visibly well presented, healthy and thoroughly cared for within the gardens, parks, and grounds around Invercargill City.

Machinery, Tools and Equipment

- Operate all machinery, tools, and equipment in an efficient and safe manner, as instructed and following all relevant safety procedures.
- Ensure required machinery, tool and equipment maintenance is carried out in accordance with the agreed maintenance schedule to ensure efficient and economic operation.
- Promptly report all damage to equipment and efficiently arrange repairs to ensure minimal loss of productivity.

Rural Fire Fighting Duties

- Undertake and complete training through Fire and Emergency New Zealand to participate in rural fire fighting duties. *(Note: this is an optional responsibility, but is encouraged).*

Health and Safety

- Ensure best practice health, safety, and environmental practices by actively promoting and participating in health and safety activities to ensure a safe and healthy environment for all employees, contractors and visitors to ICC worksites and offices.
- Fulfil their obligations under the Health and Safety at Work Act 2015 by complying with the company's health and safety policies and procedures.
- Take reasonable care to look after their own health and safety, fitness for work, and the health and safety of others.
- Ensure that no action or inaction on their part results in injury or illness to either themselves or to others.
- Ensure that all workers within their work area are familiar with, and complying with health and safety requirements.
- Identify and notify all hazards. Report all accidents, incidents, near misses and hazards to their manager, or another person in charge immediately.
- Attend and actively participate in health and safety discussions and training.
- Effectively use personal protective equipment and clothing supplied for all work that requires it.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Education and Qualifications

Essential:

Current full NZ Drivers Licence - Class 1

Formal horticultural qualification or equivalent or learning through experience

Desirable:

Heavy traffic licence

Level 1, Basic Traffic Controller or Level 1, Site Traffic Management Supervisor (STMS)

Growsafe or Approved Handlers

Knowledge, Skills and Experience

Essential:

Demonstrated experience in horticultural activities

Experience in staff supervision

Proven work background

Sound time management skills

Desirable:

Experience in undertaking and overseeing specialised horticultural projects

Traffic Management experience

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.

Position Description

Position Title:	Senior Gardener
Reports To:	Team Leader – Amenities / Team Leader – Queens Park
Responsible For:	N/A
Group and Team:	Community Spaces and Places – Parks and Recreation
Children's Worker:	Yes (Non-core)
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

Undertake and supervise all aspects of ornamental, horticultural, general gardening and maintenance work at various sites in Invercargill and surrounds.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

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What You Will Do *(provided as a guide only)*

Horticultural Duties

- Plant and care for trees, shrubs, bedding plants and pest and disease control.
- Ensure all horticultural duties are carried out in a professional and enthusiastic manner, to a high standard and meet timing requirements of the maintenance specifications.
- Read, understand and follow Landscape plans correctly.
- Demonstrate extensive knowledge and skill-base within the horticultural areas in which you are assigned to look after ensuring they are well managed and demonstrate good horticultural practise.
- Assist with traffic management plans, job safety analysis and approved procedures.

Staff Mentoring

- Supervise and provide training to staff under your control on correct horticultural techniques and practices to meet requirements of specific operations.
- Ensure maintenance specifications are consistently performed to a high standard by staff under your control.
- Skill levels and knowledge of staff under your control are continually developing and meeting the quality specifications.
- You provide a positive work environment for staff under your control, encouraging team work and a positive work environment; encouraging staff learning and development.

Machinery, Tools and Equipment

- Operate all machinery, tools and equipment in an efficient and safe manner, as instructed and following all relevant safety procedures.
- Ensure required machinery, tool and equipment maintenance is carried out in accordance with the agreed maintenance schedule so as to ensure efficient and economic operation.
- Minimise damage to equipment to ensure minimal loss of productivity.

Rural Fire Fighting Duties

- Undertake and complete training through Fire and Emergency New Zealand to participate in rural fire fighting duties. *(Note: this is an optional responsibility, but is encouraged).*

Health and Safety

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- Ensure that no action or inaction on their part results in injury or illness to either themselves or to others.
- Ensure that all workers within their work area are familiar with, and complying with health and safety requirements.
- Identify and notify all hazards. Report all accidents, incidents, near misses and hazards to their Manager, or another person in charge immediately.
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Essential:

Current full New Zealand Drivers Licence - Class 1
Formal horticultural qualification or equivalent or learning through experience.

Desirable:

Degree in Horticulture or similar field
Heavy Traffic licence
Level 1 Site Traffic Management Supervisor (STMS)
Approved Handler and/or Growsafe Certification

Knowledge, Skills and Experience

Essential:

Minimum five years' experience in horticulture activities if no formal qualification held
Proven horticultural knowledge and equivalent or learning through experience.
Demonstrated experience in operating and maintenance of a range of medium to heavy plant / machinery
Demonstrated experience in operating and maintenance of a range of small mechanical hand plant
Excellent verbal and written communication skills
Sound time management and organisational skills

Desirable:

Experience in staff supervision
Experience in undertaking and overseeing horticultural maintenance specifications
Experience with Microsoft Office Suite

Agreement

Employee

Name	Sign	Date
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Manager

Name	Sign	Date
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