

Position Description

Position Title:	Park Ranger
Reports To:	Team Leader – Parks Environmental
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

To work alongside the Senior Park Ranger to champion the protection of the Council’s Parks and Reserves and natural environmental areas that are unique and precious to the community. You will be a ‘hands on’ member of the dedicated team who are responsible for maintaining standards and service levels of Parks and Recreation. This includes general patrolling and maintenance of the parks and reserves, custodian duties, and promoting the services offered by the Parks and Recreation team at Council, maintaining good public relations at all times. 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.

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)*

Provision of High Quality Parks Assets

- Work as part of the Parks Environmental team, carrying out “hands on” monitoring and maintenance of all Parks and Reserves.
- Patrol Parks and Reserves areas ensuring the peaceful enjoyment of the area by all members of the public.
- Ensure all tracks and facilities under your control are inspected as directed and all issues and opportunities are reported to the Team Leader – Parks Environmental.
- Conduct regular checks of the public toilets and report any issues through to the Team Leader.
- Ensure environmental reserves are protected and preserved.
- Ensure environmental infrastructure assets are well maintained.
- Carry out regular inspections of Parks and Reserves to ensure set standards are maintained.
- Open and close the facilities at the designated times and as otherwise required.
- Ensure areas of significance or fragile areas are identified and managed accordingly.
- Carry out and complete any necessary repair work on time and within agreed budget as directed.
- Ensure all chemical application is managed in accordance with industry standards if and when required.

Champion Lead Responsibility Area

- Champion a responsibility area (Pest Flora, Pest Fauna, Systems and Processes, Maintenance and Environmental Areas, or Quality and Excellence), as delegated or assigned by the Team Leader – Environmental, to ensure the efficient delivery of positive outcomes for our Parks and Reserves.
- Ensure pest flora or fauna plans or maintenance plans are developed under the direction of Team Leader – Parks Environmental.
- Ensure pest control is carried out efficiently and effectively as directed by the Pest Control plan, achieving a reduction in pest flora and fauna in environmental areas and reserves.
- Ensure the collection of spatial data for environmental assets identifies trends which assists future environmental area and reserve planning needs.
- Ensure current processes that relate to environmental operations and systems are captured by utilising available platforms, including: plant and machinery maintenance inspections and servicing, safety inspections and checks, competencies and training.
- Ensure maintenance programmes are implemented efficiently and effectively as directed by the plan, to achieve regular identification and completion of maintenance requirements in environmental areas.
- Ensure Parks and Recreation and other relevant stakeholders are regularly liaised with to assist with the safe and successful delivery of events in our environmental areas or reserves.
- Ensure any issues or concerns in relation to lead responsibility areas are reported to the Team Leader – Parks Environmental for direction and assistance.
- Assist and contribute toward the completion of assigned works in relation to championed responsibility areas, from other Park Rangers.

Education, Promotion and Public Relations

- Plan educational group and individual tours and/or talks. These can be on-site or off-site such as at schools or educational facilities.
- Ensure the public receives a good educational knowledge in respect of environmental care.
- Promote excellent public relations and provide informative comment to user groups.
- Ensure there are low levels of Bylaw related incidents with the public being advised of Council's Bylaws and the Reserve Act 1977 and, when necessary, appropriate enforcement action taken.

Report Writing

- The provision of timely, accurate and concise reports as requested by the team leader.

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:

Growsafe qualification or able to obtain one
Current Full NZ Drivers Licence

Desirable:

Ranger certificate or relevant tertiary qualification
Trained in Chainsaw Safety Operation

Knowledge, Skills and Experience

Essential:

Relevant practical experience in a similar position
Proven experience working within a team
Physical ability to undertake manual labour, including lifting
Holds some practical experience in dealing with the public
Competent in using full Microsoft Office Suite
Ability to learn to efficiently use a computer and administrative systems
Demonstrated ability to produce concise, accurate and timely reports, both in verbal and written form

Desirable:

Experience in the use of GPS and other electronic devices, apps and programmes used in the management and maintenance of Parks assets
Experience in handling livestock
Experience in pest control (flora and fauna)
Experience in maintenance and repairs of assets

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.