

Position Description

Position Title:	Horticulture Assistant
Reports To:	Team Leader – Queens Park / Team Leader - Horticulture
Responsible For:	N/A
Group and Team:	Community Spaces and Places – Parks and Recreation – Parks Operations
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide high quality gardening and maintenance assistance to the wider Parks and Recreation activity. Undertake a wide range of ornamental, horticultural, general gardening, and maintenance work at various sites in Invercargill and the surrounding areas.

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)

Parks Maintenance Assistance

- Assist with the planting and care of all trees, shrubs, plant beds, and landscaped areas ensuring they are all visibly well presented, healthy and thoroughly cared for within all parks, reserves and public spaces, this includes weeding, mowing, mulching, cutting edges, chipping, weed eating and providing general support to the Parks team as required.
- Assist with pest and disease control (including weed spraying) to maintain plant health.
- Under the direction of the supervisor, conduct regular inspections, including the collection and disposal of litter, at parks and reserves to ensure facilities are maintained to a clean and tidy condition at all times.

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.
- Promptly report any damage to tools and equipment ensuring repairs are undertaken quickly to guarantee minimal loss of productivity.

Public Relations

- Liaise with members of the public in a friendly and professional manner, providing information and responding to enquiries as needed.

Health and Safety

- Promote and uphold best practice health, safety, and environmental standards by actively engaging in initiatives that ensure a safe and healthy environment for all employees, contractors, and visitors at ICC sites and offices.
- Comply with the Health and Safety at Work Act 2015 and adhere to all ICC health and safety policies and procedures.
- Ensure all workers within your area of responsibility are aware of, and comply with, relevant health and safety requirements.
- Take reasonable care of your own health, safety, and fitness for work, while ensuring your actions do not put others at risk.
- Avoid any actions or omissions that could cause harm or illness to yourself or others.
- Promptly identify and report hazards, incidents, accidents, and near misses to management.
- Actively participate in health and safety meetings, discussions, and training sessions.
- Correctly use all required personal protective equipment (PPE) and clothing provided for designated tasks.

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:

NCEA Level 1

Current full NZ Drivers Licence – Class 1

Desirable:

Heavy traffic licence

Formal horticultural qualification or working towards qualification

Approved Handler and/or Growsafe Certification

Current First Aid Certificate

Knowledge, Skills and Experience

Essential:

A passion for horticultural practices such as planting, pruning, weeding, mulching or disease control

Ability to follow instructions accurately and work under supervision

Strong physical fitness and ability to work outdoors in various weather conditions

Sound time management and organisation skills

Excellent verbal communication skills

Knowledge of safe work methods and the ability to follow the highest standards of workplace safety and relevant regulations pertaining to the work

Ability to establish and maintain effective working relationships

Basic problem-solving skills

Effective communication skills for working with team members and the public

Ability to work as part of a team and contribute to a positive, safe work environment

Good attention to detail in garden presentation

Experience with liaising with the public or external contractors in a polite and professional manner

Desirable:

Experience working in a horticultural environment

Knowledge of the principles, practices, and techniques of horticulture

Experience in the use and maintenance of hand and power tools, and machinery

Awareness of health and safety practices relevant to gardening and outdoor work

Agreement

Employee

Name	Sign	Date
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Manager

Name	Sign	Date
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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.