

Position Description

Position Title:	Seasonal Turf Operator
Reports To:	Team Leader – Turf and Plant Compliance
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 assist with the delivery of weekly cyclic mowing programmes and fleet and plant compliance requirements. Operate and carryout the safe operation and maintenance of plant and equipment relating to mowing, and turf maintenance works across our parks and reserves within Invercargill and the surrounds. Assist with general horticultural tasks as and when required.

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)*

Plant and Equipment Operation and Maintenance

- Operate all machinery, tools, and equipment in a safe, efficient, and responsible manner, as instructed and in line with all relevant safety procedures in order to carry out turf maintenance, tree maintenance and removals and site clean-up duties for council owned parks and reserves and for private clients.
- Carry out routine maintenance of plant, machinery, and equipment in accordance with the agreed maintenance schedule, including greasing, oil changes, cleaning, and minor adjustments to ensure reliable and efficient operation.
- Ensure all plant and equipment are kept clean, tidy, and well-presented to maintain a professional standard and is safe for use.
- With the direction of the team leader, promptly inspect and assess reported equipment faults or damage, and assist in organising repairs.
- Support accurate record-keeping of maintenance and repair activities, ensuring all servicing and repairs are documented and up to date.
- Assist with general parks maintenance work as and when required.

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 position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

NCEA Level 1 or equivalent, or relevant experience
Current Full NZ Drivers Licence - Class 1

Desirable:

Level 1, Basic Traffic Controller
Formal Turf Maintenance Qualification (Level 3)
Current NZ Drivers Licence – Class 2, W, T, R
Level 1, Site Traffic Management Supervisor (STMS)
Growsafe / Approved Handler Certification
Current First Aid Certificate

Knowledge, Skills and Experience

Essential:

One to two years' experience in the operation and maintenance of plant and equipment, in particular mowing and turf equipment
Demonstrated experience in operating and maintenance of a range of small mechanical hand plant machinery
Demonstrated experience in operating and maintenance of a range of medium to heavy plant machinery
Sound understanding of plant and equipment operation and maintenance procedures
Demonstrated commitment to health, safety, and wellbeing practices
Strong physical fitness and ability to work outdoors in various weather conditions
Experience with liaising with the public or external contractors in a polite and professional manner
Excellent verbal and written communication skills
Sound time management and organisational skills
Competent computer skills

Desirable:

Knowledge of landscape maintenance practices
Experience in chainsaw ground based operations
Demonstrated experience in filling in forms (hard copy or electronic) such as Job Safety Analysis (JSA), Standard Operating Procedures (SOPs), Safe Working Practices (SWPs) and other forms associated with plant use and safety

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.