

Position Description

Position Title:	Parks Ranger
Reports To:	Team Leader – Arboriculture and Environment
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

To work alongside the Senior Parks Ranger to champion the protection and management of Council Parks, Reserves and unique natural environments by actively maintaining high service standards through regular patrolling, maintenance, and custodial duties, whilst fostering positive public relations and interactions at all times.

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

- Carry out “hands on” monitoring, patrols, and maintenance of all Parks and Reserves, including premier parks and natural environmental reserves, ensuring they are safe, clean, and enjoyable for the public.
- Conduct regular inspections of facilities (including toilets, tracks, and other infrastructure) to ensure standards are maintained, maintenance plans are developed, and works are implemented once approved by the team leader.
- Ensure environmental reserves and areas of significance are protected, preserved, and managed appropriately, with action plans prepared and reported to the team leader as required.
- Maintain environmental infrastructure assets, organising and overseeing any repair work to ensure it is completed on time and within agreed budgets under the direction of the team leader.
- Ensure facilities are opened and closed at designated times or as otherwise required.
- Apply and manage all chemical applications in accordance with industry standards.
- As and when required, assist with the care of all birds, animals, and reptiles at Queens Park, including feeding and cleaning enclosures to ensure optimal health, wellbeing, and clean, well-maintained habitats.

Champion Lead Responsibility Areas

- Champion a responsibility area (Pest Flora, Pest Fauna, Systems and Processes, Maintenance and Environmental Areas, Quality and Excellence) as delegated by the team leader, ensuring efficient delivery of positive outcomes for Parks and Reserves.
- Develop and implement pest flora, pest fauna, and maintenance schedules under the direction of the team leader, ensuring programmes are delivered effectively to reduce pests and maintain environmental areas and reserves.
- Collect and analyse spatial data on environmental assets to identify trends and inform future planning needs.
- Maintain accurate records of environmental operations and systems, including inspections, servicing of equipment, safety checks, and competency/training requirements.
- Liaise with Parks and Recreation and other stakeholders to support the safe and successful delivery of events within environmental areas and reserves.
- Report issues or concerns within delegated responsibility areas to the team leader and contribute to the completion of related works in collaboration with other Park Rangers.

Education, Promotion and Public Relations

- Plan and deliver educational tours, talks, and programs for both on-site and off-site including schools and educational facilities to promote environmental awareness and care.
- Develop and maintain educational resources to support public engagement.
- Promote positive public relations and deliver accurate, informative communication to user groups.
- Minimise Bylaw-related incidents by informing the public of Council Bylaws and the Reserve Act 1977, and taking appropriate enforcement action when required.
- Liaise with members of the public in a friendly and professional manner, providing information and responding to enquiries as needed.

Report Writing

- Provide timely, accurate and concise reports as requested by the team leader.

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:

Level 3 Certificate in Conservation (Operations), or equivalent experience
A current chemical handler's certificate or is able to obtain one
Trained in Chainsaw Safety Operation
Current Full NZ Drivers Licence

Desirable:

Ranger certificate or relevant tertiary qualification
Level 4 Certificate in Conservation (Operations)

Knowledge, Skills and Experience

Essential:

Minimum of one year's relevant practical experience in a similar position
Sound knowledge of the Reserves Act 1977, Council Bylaws, and other relevant legislation.
Experience in customer service and engaging positively with the public
Strong communication and interpersonal skills, including conflict resolution
Practical skills in park, reserve, and asset maintenance
Ability to undertake compliance and enforcement duties in a fair and professional manner
Good problem-solving skills and the ability to make sound decisions under pressure
Competence in report writing, record-keeping, and using relevant technology
Ability to work independently and as part of a team
Strong physical fitness and ability to work outdoors in various weather conditions
Ability to learn to efficiently use a computer database and administrative systems
Demonstrated ability to produce concise, accurate and timely reports, both in verbal and written form
Competent using the full Microsoft office suite

Desirable:

Experienced in the use of GPS and other electronic devices in the management and maintenance of Parks assets
Knowledge of handling livestock
Understanding of pest control (flora and fauna)
Experience in maintenance and repairs of assets
Experience in community engagement, education, or running public programmes
First Aid Certification

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.