

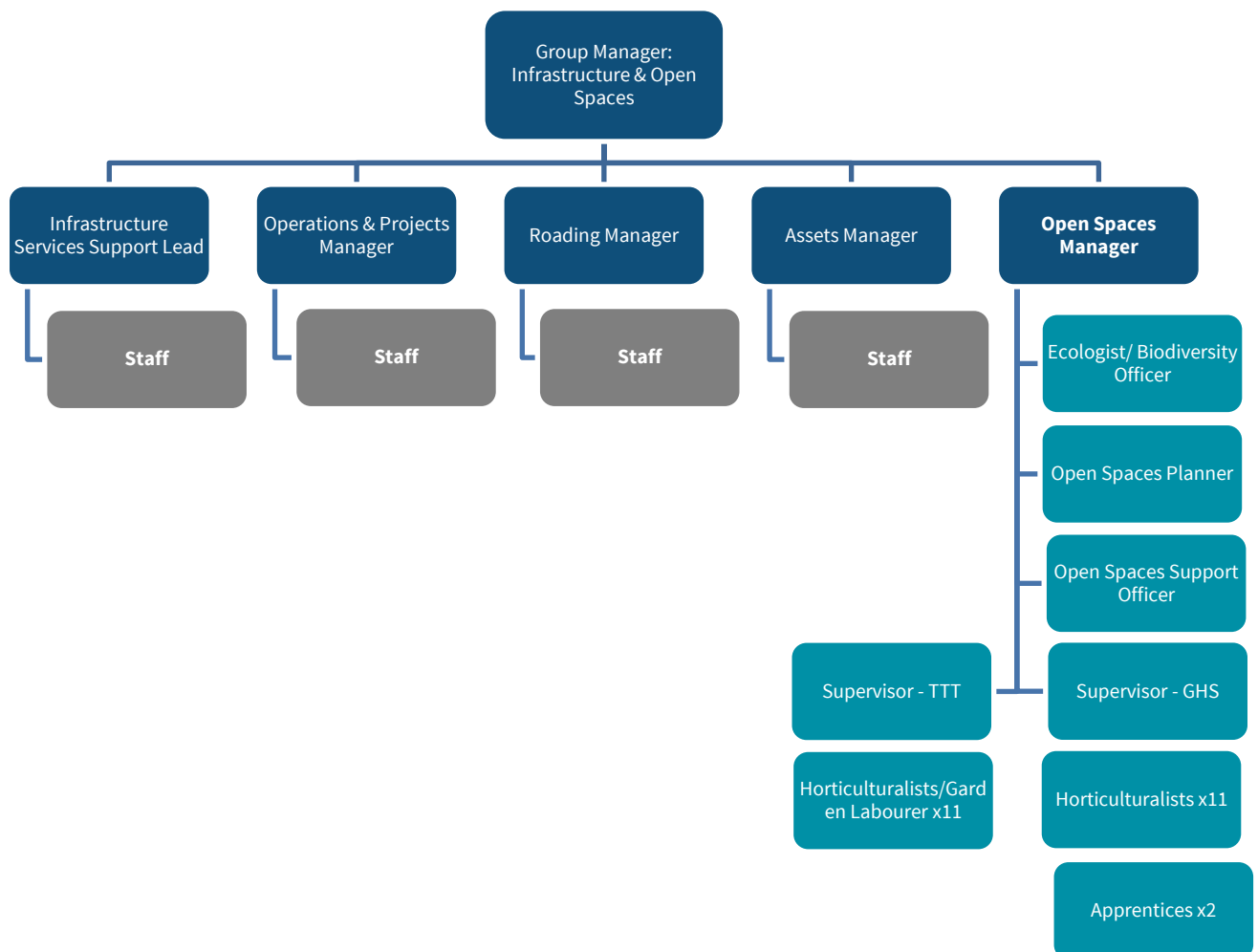
Position Description

Position Title:	Gardening Labourer
Reports To:	Supervisor, Turf, Trees & Training
Team:	Open Spaces
Group:	Infrastructure & Open Spaces
Employment Type:	Permanent Fulltime
Date Modified:	March 2025

Purpose

To assist in the day-to-day operation and maintenance of Council administered parks, gardens, and recreation areas, including amenity horticulture, machinery operation, and managing public facilities to ensure they are of an acceptable standard.

Group Structure



our Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

our Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

Key Accountabilities

Amenity Horticulture & Mowing

- Provide ideas and assist with design, planning, and recording of display gardens.
- Conduct maintenance to ensure all display gardens are attractive, weed-free, and litter-free.
- Follow the Open Spaces Standard Operating Procedures.
- Perform assigned amenity horticultural duties, including weeding, hoeing, planting, propagating, and spraying, in a timely manner and to a high standard in a professional manner with careful attention to performance and quality of output.
- Assist in the propagation and production of plant collections and processes associated with achieving optimum plant growth and health.
- Perform assigned mowing duties to a high standard using appropriate machinery.
- Notify the Supervisor of work requiring attention.
- Respond to public enquiries in a polite and courteous manner.
- Be available to carry out weekend duty work as rostered.

General Duties Including Machinery Operation

- Operate plant and equipment in a safe and professional manner such as, weed eaters, blowers, edging machines, rotary hoe, pole saws, chainsaws, and hand tools as required.
- Perform daily checks and general maintenance duties on all equipment assigned.
- Inform the Supervisor: Trees, Turf & Training of any defect in plant or building and arrange for work to be carried out once approval to proceed is granted.
- Ensure public areas are litter-free and public facilities are cleaned, with all rubbish removed.
- Ensure assigned sports turf areas are maintained to a high standard.
- Liaise with other Ashburton District Council staff/contractors.
- Contribute ideas and perform tasks associated with the development of new areas within the Open Spaces team jurisdiction as required.
- Assist and liaise with community groups to ensure projects proceed smoothly and efficiently.
- Report results and any matters arisen to your Supervisor.
- If supervising others, allocate work ensuring that all jobs are completed in a safe, professional, and cost-effective manner.

Public Facilities and Cemetery Duties

- If asked by your Supervisor, attend to the cleaning of public facilities, if required or during times of seasonal increase. This includes assisting the Methven Townsperson with tasks such as toilet maintenance, cleaning, drain unblocking, and toilet building maintenance.
- Assist with cemetery upkeep, including mowing, general maintenance, assisting with Sexton duties, and ash interment cleanup.

Corporate Contribution

- Contribute to and follow the organisation's governance, corporate plans, policies, projects, initiatives, and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles, and equipment.
- Assist in providing civil defence functions and/or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out-of-hours meetings as requested by your Manager or Group Manager.

Position Requirements

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.

Personal Qualities

Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others' feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

Knowledge and Skills

Communication Skills

- Organises information in a logical sequence using content appropriate for the purpose and audience, using feedback to ensure understanding.
- Speaks clearly, concisely, and confidently using a polite and considerate manner.
- Ensures written communication contains the necessary information to achieve their purpose.

Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

Specialist Expertise

- A minimum of 12 NCEA Level one credits in English and Mathematics
- Clean, NZ Restricted or Full Drivers Licence.
- Experience in amenity horticulture or related industry (desirable).