



Position Description

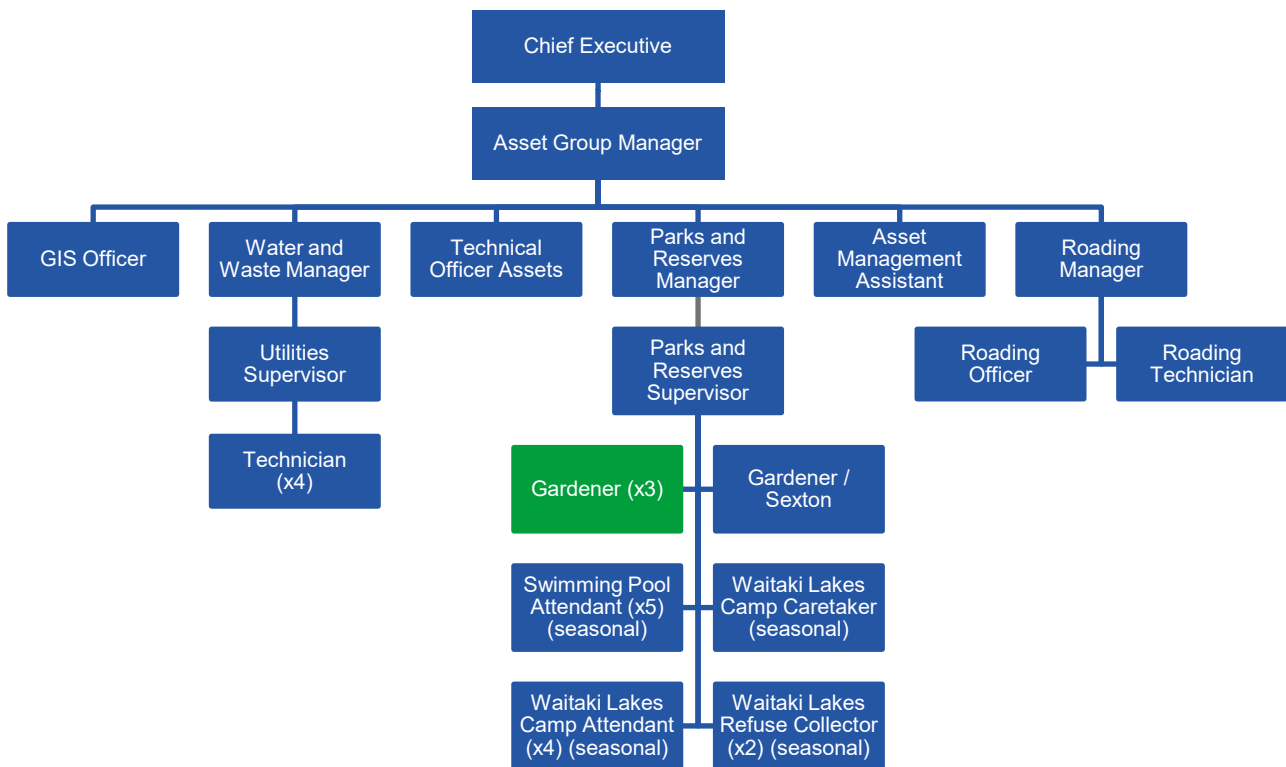
Position Details

Position title	Gardener
Position category	SP5 – 7
Reports to	Parks and Reserves Supervisor
Group	Asset Group
Staff	Nil
Employment type	Permanent full time
Hours of work	40 hours per week
Location	Parks Yard, Tennant Street, Waimate
Date last reviewed	13 March 2018
Minimum review date	13 March 2020

Purpose

The Gardener is responsible for carrying out maintenance and development of all Parks and Reserves in the Waimate District.

Structure



Council Overview

Local Government Purpose

As defined in the Local Government Act 2002:

- 1 To enable democratic local decision-making and action by, and on behalf of, communities; and
- 2 to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Waimate District Council's Vision for the District

Leading our communities towards a diverse, thriving and sustainable district.

Staff Vision and Values



Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none"> • Parks and Reserves Supervisor • Parks and Reserves Manager • Other WDC Staff 	<ul style="list-style-type: none"> • Members of the Public • Contractors • Suppliers

Key Responsibilities

Main Responsibilities

- Mowing and maintenance of all Council Parks and Reserves
- Prepare, plant and maintain annual garden displays
- Pruning and maintenance work on shrubs as required
- Spraying weeds and pest control
- Feeding, care and maintaining animal and bird enclosures
- Rostered weekend duties for Camp Grounds, glasshouses and bird and animal enclosures
- Cleaning as required
- Maintenance in rural and town reserve areas including Waitaki Lakes Camps
- Handyman work as required such as building and painting etc
- Tractor and machinery duties
- Participation in Training Courses as required

Assisting with

- Assist with Cemetery duties
- Assist with propagation and maintenance of annual and show house plants
- Assist in maintenance with town swimming pool such as filtration, cleaning etc.

The following responsibilities apply to all staff.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Variation of Responsibilities

The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation with the position holder, Asset Group Manager and Human Resources Manager, and will be reflected in this document. From time to time, you may be required to perform duties outside of your normal responsibilities as needed.

Knowledge, Qualifications and Experience

Essential

- Gardening experience
- Current drivers licence

Desirable

- Certificate in Horticulture Amenities
- Heavy traffic licence
- Growsafe Certificate
- L1 Basic Traffic Control Certificate

Expected Behaviours

Core Behaviours	
Accountability	<ul style="list-style-type: none"> • Accepts responsibility for own actions and decisions • Delivers on commitments • Admits mistakes and uses them as learning opportunities
Adaptability	<ul style="list-style-type: none"> • Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Business ethics	<ul style="list-style-type: none"> • Demonstrates integrity, honesty and commitment • Models a high level of professionalism and exercises discretion • Maintains confidentiality • Is prudent in financial dealings
Communication	<ul style="list-style-type: none"> • Communicates messages in a clear, concise and consistent manner • Ability to communicate effectively with a wide variety of people • Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	<ul style="list-style-type: none"> • Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council confidentiality policy when dealing with customer information.
Self management	<ul style="list-style-type: none"> • Proactively plans work and manages competing priorities to ensure deadlines are met

Core Behaviours	
	<ul style="list-style-type: none"> • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Team work	<ul style="list-style-type: none"> • Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments
Vision and values	<ul style="list-style-type: none"> • Shows commitment to Council's vision and values

Role Specific Behaviours	
Innovation	<ul style="list-style-type: none"> • Continually reflects on how things could be done better • Adopts a positive and flexible attitude to improvement, change and challenges
Intellectual capability	<ul style="list-style-type: none"> • Understands the possible ramifications of their work and issues
Relationship building	<ul style="list-style-type: none"> • Builds and maintains professional and productive relationships • Understands stakeholders' views and why they are held • Demonstrates sensitivity to other groups and values diversity

Approval

Gardener

Name

Signature

Date

**Asset Group
Manager**

Name

Signature

Date

**Human
Resources
Manager**

Name

Signature

Date