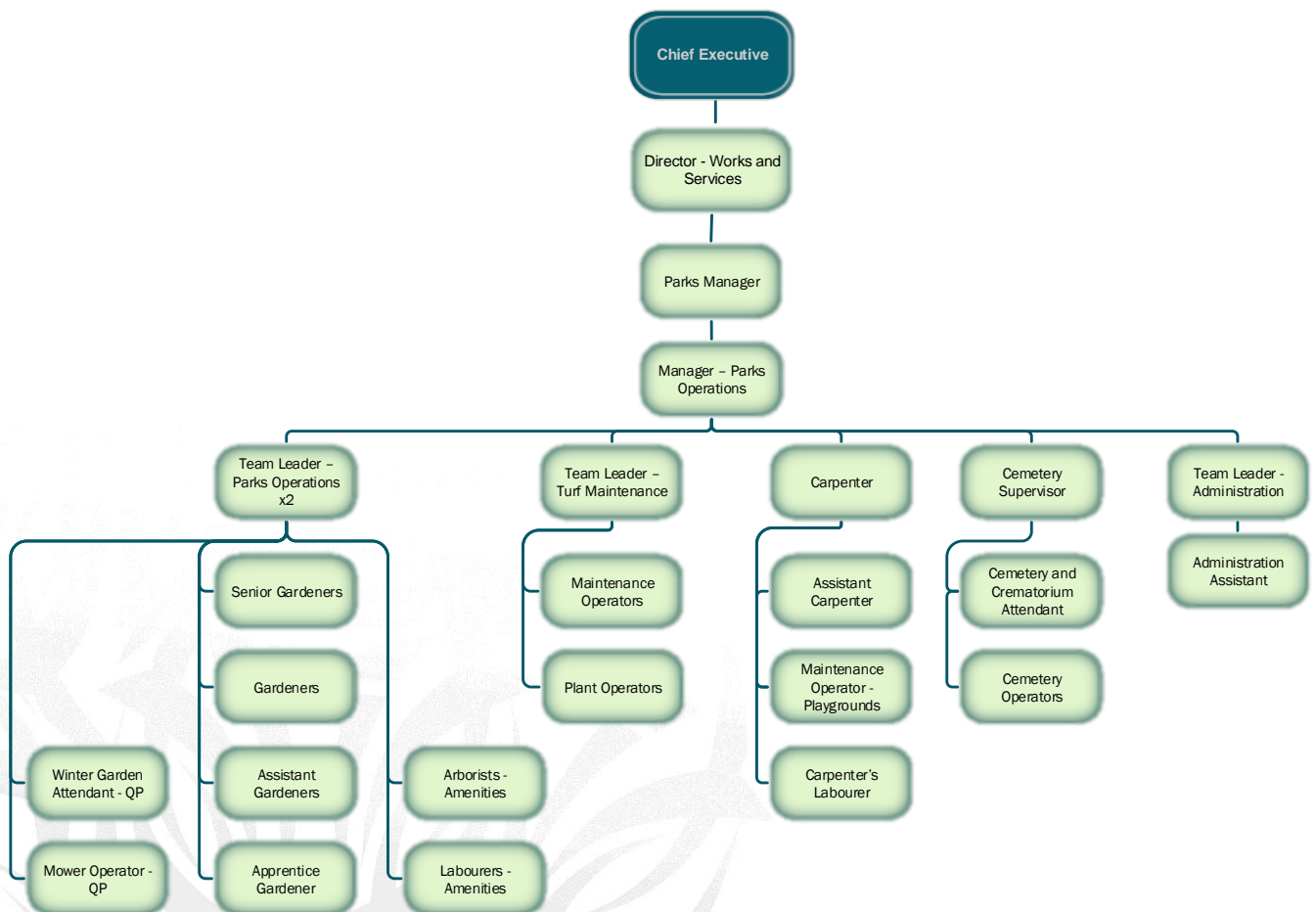


JOB DESCRIPTION

Job Title	Gardener
Tenure / Hours	Full time permanent position
Directorate and Work Unit	Works and Services – Parks Operations
Responsible to	Team Leader – Parks Operations
Responsible for	N/A
Budget Responsibilities	N/A
Delegations	As per Delegations register
Date	June 2016



ORGANISATIONAL CONTEXT



JOB PURPOSE

Undertake all aspects of ornamental, horticultural, general gardening and maintenance work at various sites in Invercargill and environs.

FUNCTIONAL RELATIONSHIPS

It is a key responsibility that relationships must be developed and maintained in such a way as to bring about a positive and respectful response from those the team member liaises with.

EXTERNAL TO COUNCIL

- Clients/public.
- Other local and regional authorities.
- Outside agencies and professional organisations.
- Community groups and organisations.

WITHIN COUNCIL

- Other team members in your Division/Directorate.
- Other Invercargill City Council employees.
- Elected Representatives.

KEY ACCOUNTABILITIES

YOU ARE SUCCESSFUL WHEN

Gardening Duties

Planting and care of trees, shrubs and bedding plants and pest and disease control.

Reading plans to build relevant landscape paths, structures or other features.

- Duties carried out in an efficient, professional and enthusiastic manner and to a high standard.
- Timing requirements of client are met.
- Plans have been followed and paths or structures have been constructed correctly.

Overseeing External or Internal Garden Maintenance Contracts

Responsible for supervising and undertaking delegated contract operations.

- Contract operations under your control are carried out within set timeframe deadlines, high levels of quality and customer satisfaction achieved.

Machinery, Tools and Equipment

Operation and maintenance of horticultural equipment and machinery.

- All machinery, tools and equipment is operated in an efficient and safe manner.
- Required machinery, tool and equipment maintenance is carried out in accordance with the agreed maintenance schedule so as to ensure efficient and economic operation.

Support and On Job Training of Staff

Providing training and support to staff on correct horticultural techniques and practices to meet requirements of specified tasks.

- The skill levels and knowledge of staff being trained are continually developing and meeting set operation standards.

Work Coordination

The coordination of tasks within a work group.

- Tasks are distributed fairly across team members.
- Any difficulties are reported to the Team Leader promptly.

Rural Fire Fighting Duties

Participating in rural fire fighting duties when required

- You undertake and complete training through Southern Rural Fire Service. (note: this is an optional responsibility, but is encouraged).

Customer Excellence

Acting as an ambassador for our Council, going above and beyond to provide both internal and external customers with exceptional service at all times.

- You are regarded as approachable, interested and friendly.
- You stop to listen, learn and understand when assisting customers.
- Customers recognise they have received the level of support and service they seek.

KEY ACCOUNTABILITIES	YOU ARE SUCCESSFUL WHEN
	<ul style="list-style-type: none"> ▪ You take the initiative to improve work practices and to get the best possible outcome. ▪ Problems and complaints are acknowledged, solutions identified and promptly acted upon ▪ Council confidentiality policies are met when dealing with customer information.
Teamwork	
<p>Working together as a team to get the job done</p>	<ul style="list-style-type: none"> ▪ You willingly share your knowledge and experience. ▪ Communication is open, honest, appropriate and considerate. ▪ You demonstrate positivity and respect, and support and care for your colleagues. ▪ You demonstrate initiative and commitment to team objectives, actively participating in group activities. ▪ You are open and receptive to change. ▪ You challenge yourself and others to make it better. ▪ You maintain confidences and avoid hurtful gossip.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> ▪ Training and development needs are identified, agreed with direct line manager and implemented annually.
Civil Defence Emergency Management	
<p>Assisting Council in preparing for and responding to an emergency.</p>	<ul style="list-style-type: none"> ▪ 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.
Health and Safety	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with Council's Health and Safety policies, procedures and systems.</p>	<ul style="list-style-type: none"> ▪ You understand and consistently meet your obligations under Council's Health and Safety policy/procedures. ▪ You actively encourage and challenge your peers to work in a safe manner. ▪ Effort is made to strive for best practice in Health and Safety at all times.
Other Duties	
<p>From time to time you may be required to undertake duties in addition to those outlined but which fall within your capabilities and experience.</p> <p>Looking for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole.</p>	<ul style="list-style-type: none"> ▪ You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. ▪ You suggest new ideas and make refinements to systems, processes and work practices within your own role, and make suggestions for improvement to the organisation as a whole.

NOTE: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between you and your manager as part of the performance development process.

PERSON SPECIFICATION

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current job holder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> ▪ Current full NZ drivers licence. ▪ Formal Horticultural qualification. ▪ Growsafe and Approved handler certification ▪ Traffic Controller 	<ul style="list-style-type: none"> ▪ Heavy traffic licence. ▪ STMS certification
Knowledge, Skills and Experience	<ul style="list-style-type: none"> ▪ Demonstrated experience in horticultural activities. ▪ Experience in staff supervision. ▪ Proven work background. ▪ Traffic Management experience. 	<ul style="list-style-type: none"> ▪ Experience in undertaking and overseeing specialised horticultural projects.
Personal Qualities	<ul style="list-style-type: none"> ▪ Ability to work unsupervised. ▪ Sufficiently fit and agile to enable safe work practices. ▪ Ability to communicate with team leaders and staff to ensure that work, as directed, is carried out. ▪ Reliable, versatile performer who can carry out a range of tasks ▪ Reasonable standard of presentation. ▪ Demonstrated interest and aptitude for horticultural work including garden development and display. ▪ Sound time management skills. ▪ Ability to communicate and provide professional advice to a variety of internal and external clients. 	

CHANGES TO JOB DESCRIPTION

This Job Description may be reviewed as part of the preparation for your annual performance review.

Acknowledged / Accepted:

.....
Employee

.....
Date

.....
Manager

.....
Date