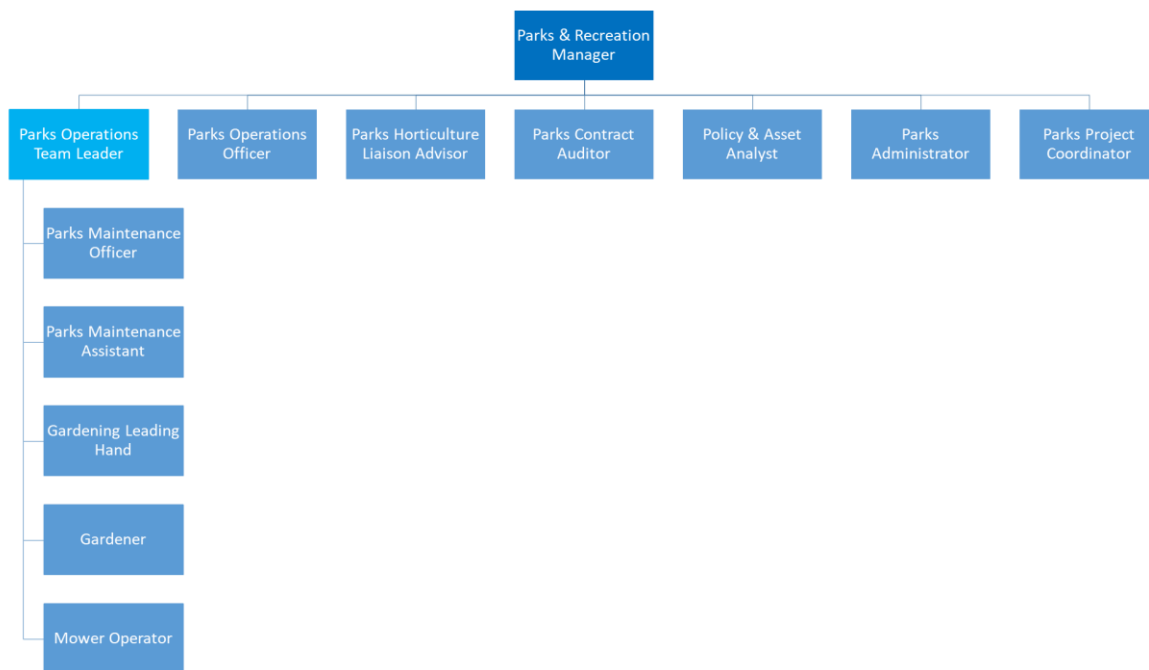


Position Description: Gardener

Business Group	Infrastructure
Reports To	Parks Operations Team Leader
Direct Reports	Nil
Date	January 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage & Water, Land Transport, Parks & Recreation, Development and Waste Management Units at the Timaru District Council. The Group plays a key role in delivering core services to the community, while leading and implementing the Infrastructure Strategy across the District. This Group will be responsible for the design and implementation of strategy and programmes of work which

align with the strategic priorities and Long Term Plan objectives of the Council. A key focus of the Group is to ensure infrastructure services promote the social, economic, environmental and cultural wellbeing of Timaru’s communities today and in the future.

Purpose of the Position

The Gardener position is responsible for direct in-house maintenance of Council’s gardens, parks, landscapes and other greenspaces. This hands-on position will work with as part of the team to upkeep the quality and beauty of the greenspaces around the Timaru District.

Key Relationships / Customers

External	Internal
Members of the public	Gardening Leading Hand
Contractors	Parks & Recreation Manager
Community Groups	Parks & Recreation Team
Horticulture Suppliers	Infrastructure Staff
Hardware Suppliers	All TDC Staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Greenspace and Landscape Maintenance

1. Keep the parks, gardens, and greenspaces within your control well maintained.
2. Maintain lawns and grassy areas using a powered lawnmower or ride-on mower.
3. Carry out the fertilising, weeding, spraying, deadheading, edging, and irrigating of amenity areas.
4. Layout, plant, and care for annual bedding plants.

5. Monitor and report on various greenspaces about plant growth and plant health with the view of identifying problematic areas.
6. Handle and apply hazardous chemicals and fuels in a safe manner.
7. Operate powered gardening and landscaping tools such as chainsaws and weed whackers in a safe manner.
8. Undertake regular maintenance checks and servicing of all horticulture tools.
9. Keep informed of and up to date with gardening and horticulture techniques.
10. Carry out other horticultural work as needed.

Teamwork

11. Coordinate daily activities with Leading Hand and team members to ensure work can be effectively spread through the team.
12. Coordinate gardening activities with other gardening teams to ensure effective coverage of work and to avoid double work.
13. Share knowledge of horticulture with others and support the training of new gardeners.

General

14. Provide a good public image and are polite and courteous to members of the public.
15. Actively engage in setting own goals and objectives.
16. Assist with other duties as reasonably required by the Parks Operations Team Leader.
17. Assist with monitoring all Parks and Recreation service delivery by actively observing operations, including from a Health and Safety perspective.
18. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, follows SOPs, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.

19. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy
20. Be actively involved in Civil Defence Emergency Management when required.
21. Live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
22. Commitment to the principles of the Treaty of Waitangi

Formal Qualifications / Training / Experience

Minimum Qualification	NCEA Level 2 or equivalent
Desired Qualification	NZQA Level 3 qualification in horticulture
Minimum Experience	2 years of relevant experience in related role
Desired Experience	3+ years of relevant experience in gardening or horticulture roles

Key Competencies / Skills / Knowledge

- Ability to work on weekends on a rostered basis.
- Have a general understanding of horticulture and how to care for various plants found in the South Canterbury region.
- Hold, or work towards holding a horticulture qualification.
- Sound understanding of the Health and Safety at Work Act 2015.
- Demonstrated skills in using powered hand mowers, ride-on mowers, and tractor mowers.
- Ability to operate power tools safely.
- Ability to undertake agrichemical spraying safely.
- Have attention to detail and the technical ability to handle various plants.
- Ability to work well as part of a team, yet also conscientiously work unsupervised.
- Be capable of working in variable weather conditions.
- Have good time management skills.
- Have basic computer skills.

- Be physically fit and able to work on knees, walk in excess of 5 km per day, and lift loads of 5 kg.
- Have a current full driver's licence.
- Great sense of humour and work ethic.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Bill Steans

Parks and Recreation Manager

Gardener

Date

Date