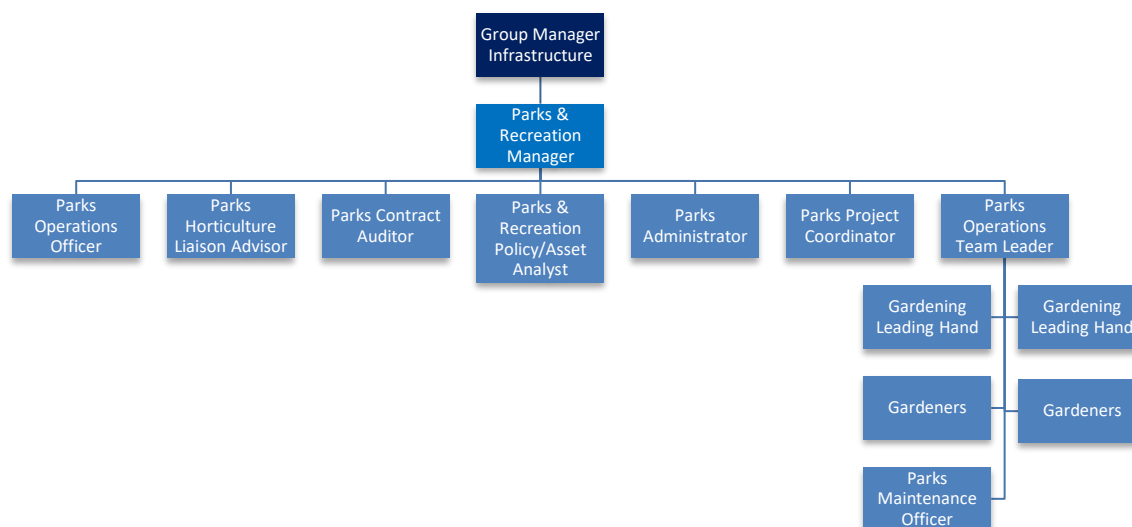


Position Description: Gardening Leading Hand

Business Group	Infrastructure
Reports To	Parks Operations Team Leader
Direct Reports	Nil
Date	August 2024
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 Gardening Leading Hand position is responsible for coordinating the efforts of an in-house maintenance teams for Council’s gardens, parks, landscapes and other greenspaces. While this position will help direct the team, it is expected that they will also work as part of the team in carrying out horticulture related work. The team’s goal is to upkeep the quality and beauty of the greenspaces around the Timaru District.

Key Relationships / Customers

External	Internal
Members of the public	Parks Operations Team Leader
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.

Leadership

1. Lead the team of gardeners responsible for the continuous maintenance of Council’s greenspaces.
2. Be responsible for the day to day management and operation of the gardening team, including assigning work to team members, and planning future work schedules.

3. Ensure maintenance progress and issues are reported on and addressed.
4. Actively engage in setting goals and objectives for the gardening team.
5. Effectively convey vision, ideas, and goals to the gardening team, including giving and receiving constructive feedback.
6. Effectively utilise technical skills capacity and knowledge of team members.
7. Promote teamwork, inter-department co-operation and knowledge sharing.
8. Provide on-job knowledge, support and training of team members, particularly new gardeners.
9. Ensure team members provide a good public image and are polite and courteous to members of the public.
10. Assist with monitoring all Parks and Recreation service delivery by actively observing operations, including from a Health and Safety perspective.

Teamwork

11. Coordinate daily activities with team members to as to ensure work can be effectively spread through the team.
12. Coordinate gardening activities with other gardening teams to ensure effective coverage and efficient delivery of work.

Greenspace and Landscape Maintenance

13. Responsible for ensuring that the parks, gardens, and greenspaces overseen by the Council are well maintained.
14. Mow lawns and grassy areas using a powered lawnmower or ride-on mower.
15. Carry out the fertilising, weeding, spraying, deadheading, edging, and irrigating of flowering and other planted areas.
16. Carry out the seeding, planting, and nursing of annual bedding plants.
17. Monitor and report on various greenspaces about plant growth and plant health with the view of identifying problematic areas.
18. Handle and apply hazardous chemicals and fuels in a safe manner.
19. Arrange and undertake the control of various pests and diseases.

20. Operate powered gardening and landscaping tools such as chainsaws and weed eaters in a safe manner.
21. Undertake maintenance checks and servicing of all tools and equipment.
22. Ensure hard surfaces are maintained and well presented.
23. Ensure parks furniture, signs and structures are clean and maintained to a high standard.
24. Coordinate litter collection to maintain a high standard of presentation.
25. Keep informed of and up to date with gardening and horticulture techniques.
26. Carry out other horticultural work as needed.

Coordination

27. Take stock of live plants in transit between nursery and final planting destination.
28. Take stock of gardening supplies and materials, to report on these and to replenish the stock.
29. Take stock of gardening tools, equipment, and vehicles, to make sure that they are present, in good working order and fit for purpose.
30. Assist with ordering plants, gardening supplies, and gardening tools to make sure the gardening team is well stocked and equipped.

General

31. Assist with other duties as reasonably required by the Parks Operations Team Leader.
32. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly, following SOPs and knowing what to do in the event of an emergency.
33. 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
34. Be actively involved in Civil Defence Emergency Management when required.

35. 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.
36. Commitment to the principles of the Treaty of Waitangi

Formal Qualifications / Training / Experience

Minimum Qualification	NZQA Level 4 qualification in horticulture
Desired Qualification	NZQA Level 5 qualification in horticulture
Minimum Experience	3 years of relevant experience in gardening or horticulture roles
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.
- Sound understanding of horticulture and how to care for various plants found in the South Canterbury region (Plant selection, propagation, budding, grafting, plant life cycles, soils and fertilisers, pests, diseases and disorders, pruning).
- Sound understanding of the Health and Safety at Work Act 2015.
- Well-developed teamwork skills with the ability to maintain a cohesive and effective work team.
- Ability to train others, delivering specialist knowledge education in a logical, concise, clear and engaging manner.
- Demonstrated skills in the safe use of powered hand mowers, and ride-on mowers.
- Ability to operate power tools and equipment safely.
- Ability to undertake agrichemical spraying safely.
- Show attention to detail and a good level the technical ability.
- 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 more than 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.

Parks and Recreation Manager

Date

Gardening Leading Hand

Date