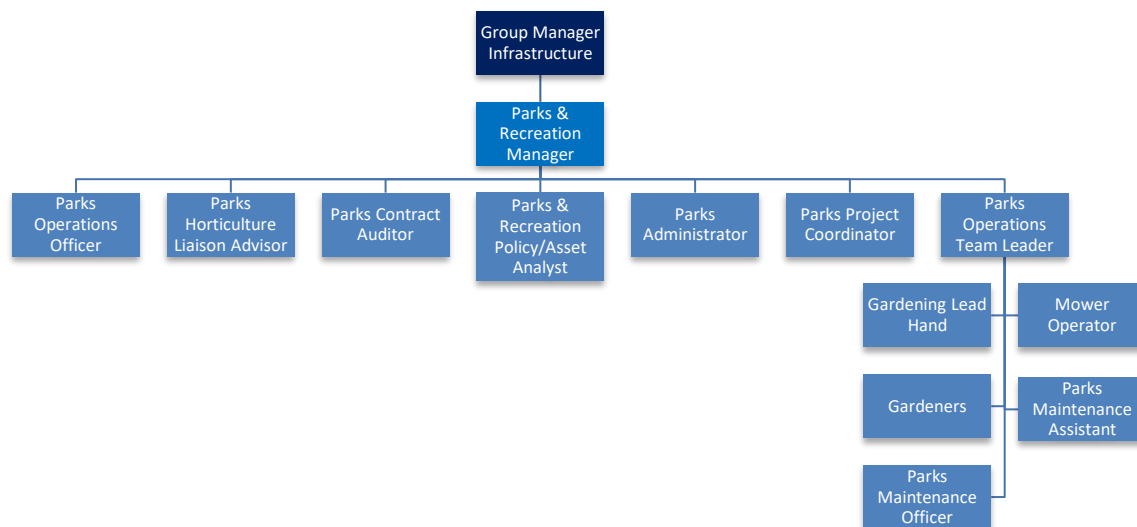


## Position Description: Parks Maintenance Assistant

<b>Business Group</b>	Infrastructure
<b>Reports To</b>	Parks Operations Team Leader
<b>Direct Reports</b>	Nil
<b>Date</b>	October 2024
<b>Budget Responsibility</b>	Nil
<b>Financial Delegation</b>	Nil

## Business Group Structure



## Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage & Water, Land Transport, Parks & Recreation, Climate Change, Development and Waste Minimisation Units at the Timaru District Council (**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 purpose of the Parks Maintenance Assistant position is to play a crucial role in maintaining and preserving the cleanliness, charm, and character of Timaru’s historic town centre and wider district parks and reserves.

The Parks Maintenance Assistant will undertake careful cleaning, upkeep, and maintenance efforts of parks amenities, assets and playground facilities. The position will also be actively involved in maintaining the integrity of the historical elements of the Timaru Central Business District (**CBD**) and the functionality of the wider district parks.

From time to time, the Parks Maintenance Assistant may also be called upon to help with event coordination, community outreach, and educational initiatives in relation to Council sites, assisting with a sense of community pride.

### **Key Relationships / Customers**

<b>External</b>	<b>Internal</b>
Members of the public	Parks Team
Parks Contractors	Timaru CBD Group
Community Groups	Development Team
Other Contractors	Land Transport Team
Other Local Authorities	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.

### **Preservation and Maintenance of the CBD**

1. Perform routine cleaning tasks, including but not limited to, sweeping, mopping, water blasting, rubbish removal to ensure a cleanliness of the Timaru CBD.
2. Remove or paint over unwanted graffiti.
3. Use appropriate cleaning products, tools, and methods for historic building materials and architecture.
4. Assist with performing routine checking and maintenance of equipment and Council assets, including documentation and reporting of issues.
5. Assist with performing routine checking and inspection of Timaru CBD areas for maintenance or preservation needs, including documentation and reporting of issues.
6. When required, assist approved contractors to complete relevant maintenance and repair work within the Timaru CBD.
7. Perform routine cleaning and maintenance tasks as required across Council controlled land, including but not limited to parks, botanical gardens, greenspaces, waterfront spaces, and playgrounds.

#### District Town Centres, Parks and Amenities Maintenance

8. Assist with monitoring and undertaking maintenance Geraldine, Temuka and Pleasant Point town centres ensuring they are well maintained and fit for purpose. When required, arrange for maintenance and repairs to be completed by an approved contractor.
9. When required, assist approved contractors to complete relevant maintenance and repair work in the Geraldine, Pleasant Point and Temuka Town centres and district parks and reserves.
10. Assist with performing routine maintenance checks on Council equipment, facilities and assets ensuring they are fit for purpose and safe for community use. Where issues are identified, ensuring these are accurately documented and resolved.
11. When required, assist to complete maintenance of facilities, amenities, and equipment ensuring they are safe to use and meet community needs.
12. Ensure signage is maintained, and when required, replaced, or updated.
13. Work alongside the Parks Gardening Team to ensure gardens and flower beds are maintained.

#### Stakeholder Engagement

14. Assist in the coordination and setup of events that take place in the Timaru district.
15. Build positive relationships with key stakeholders including local businesses and users, shops, and community groups to promote a sense of pride and ownership of the Timaru district.

#### Health and Safety

16. Maintain a safe workplace and environment by observing safe work practices and draw to the notice of the Parks Operations Team Leader to any areas of concern.
17. Ensure all contractors meet Council's health and safety requirements and complete all relevant paperwork prior to undertaking work.
18. Report all incidents, on site observations, and near misses within the health and safety management system.
19. Complete all tasks using relevant health and safety procedures, PPE, and documentation.

#### General

20. Actively engage in setting own goals and objectives.
21. Assist with other duties as reasonably required by the Parks Operations Team Leader.
22. 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.
23. To 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 and knowing what to do in the event of an emergency.
24. To be actively involved in Civil Defence Emergency Management when required.
25. To 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.
26. Commitment to the principles of the Treaty of Waitangi.

#### **Formal Qualifications / Training / Experience**

<b>Minimum Qualification</b>	NCEA Level One
<b>Desired Qualification</b>	NZQA Level 3 qualification in facilities maintenance.
<b>Minimum Experience</b>	12 months' experience as a labourer.
<b>Desired Experience</b>	2 years' experience in property maintenance.

**Key Competencies / Skills / Knowledge**

- Physically ability to perform cleaning and maintenance tasks.
- Physically capable of lifting and carrying loads of 23kg.
- Physically capable of working on hands and knees.
- Experience with odd jobs such as cleaning, repairing, and small equipment maintenance along with a willingness to learn and develop new skills and practices.
- Ability to build relationships through understanding and meeting client needs, relating to a diverse range of internal and external stakeholders at all levels.
- Well developed, friendly interpersonal skills.
- Awareness and knowledge to problem solve, generate new ideas.
- Well organised and self-motivated, able to prioritise and meet deadlines.
- Ability to work independently when required.
- Work and contribute towards the overall goals of a small hard-working team.
- Understanding of the Health and Safety at Work Act 2015.
- A neat and presentable appearance.
- High level of honesty, integrity, confidentiality and a trustworthy manner.
- Flexibility to work on weekends or evenings when required.
- Must be in possession of a full driver's license.
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**Parks & Recreations Manager**

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**Parks Maintenance Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**