

POSITION DESCRIPTION

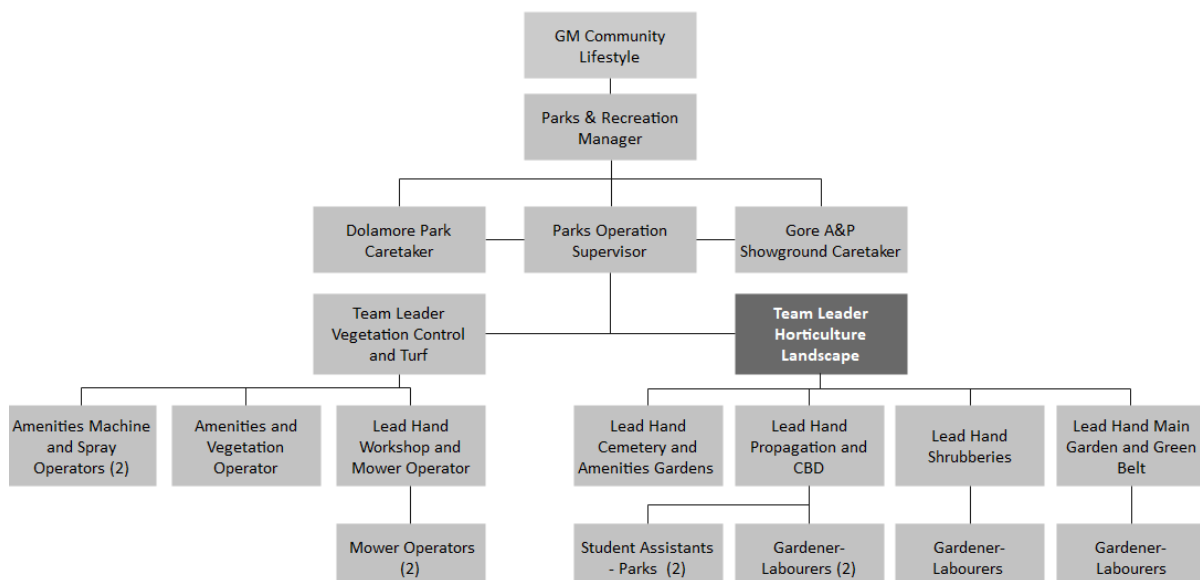
Job Title:	Team Leader Horticulture and Landscape
Department:	Parks and Recreation
Responsible to:	Parks Operation Supervisor
Responsible for:	Lead Hand Cemetery and Amenities Gardens, Lead Hand Propagation and CBD, Lead Hand Main Gardens and Green Belt, Lead Hand Shrubberies and Gardener-Labourers (4).
Date:	July 2024
Position Holder:	Vacant
Hours:	Full-time, 40 hours per week, Monday to Friday. (On-call weekend duties may be required) A typical 80-hour fortnight will comprise of: <ul style="list-style-type: none"> • 60 hours of amenity horticulture and landscape work (split between 3 teams) • 20 hours of administration and turf development work

Purpose

The Team Leader position will supervise a dedicated team and will be required to complete several administrative tasks during the working week. Will liaise with the public and contractors as required. This role requires using a wide variety of amenity horticultural skills to maintain the horticulture and landscape of the Council's Parks and Reserves. This position is also required to assist with horticulture, oversee the council nursery operations, and complete assigned landscaping duties

The job holder will also be responsible for all horticulturists and from time to time, an apprentice or other staff who may be assigned, who require ongoing training.

Organisation Context



Functional Relationships

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Internal	Parks and Recreation Manager	✓	✓		✓		✓
	Parks Operations Supervisor	✓	✓		✓		✓
	Parks and Recreation staff	✓	✓		✓	✓	✓
	Other council staff	✓			✓		
External	Contractors	✓	✓			✓	
	Ratepayers	✓			✓		✓
	Members of the public			✓	✓		
	Leaseholders and clubs		✓		✓		
	Visitors to the district	✓		✓	✓		

Key Results Area

The position objectives of the Team Leader Horticulture and Landscape encompass the following areas:

- Team Leader Duties
- Duties in the absence of Parks Operations Supervisor

The requirements in the above Key Results Area are broadly elaborated below.

What you will do to Contribute	As a result, we will see
<p>Team Leader Duties</p> <ul style="list-style-type: none"> • To supervise and support their team to achieve a high standard of work while proactively developing strong working relationships. • Promote and champion a strong Health and Safety culture within the team and department. • Understanding the application, mixtures, and precautions associated with all sprays and other materials required to use. • To provide cover for the Parks Operations Supervisor as required. 	<ul style="list-style-type: none"> • Team morale, performance, and productivity are maintained at a high level. Active demonstration of the skills required are showcased to lead and grow the team. • A sound knowledge and understanding of the safe and efficient operation of lawnmowers, light mechanical equipment, chemicals, and hand tools required to be utilised throughout the Council's reserves network. • High-profile garden areas are maintained to the required standard. The expected standard includes minimal weeds, is

<ul style="list-style-type: none"> • Monitoring the maintenance, renovation, and development of the district’s horticulture areas. • Oversee the councils plant nursery, soil screening and garden composting operation. • Oversee and assist the bedding changeover with the assistance of the leading hands and Team Lead Vegetation Control & Turf • Plant and tree stocks are maintained and planted out in a timely manner • Monitor and accurate recording of the staff timesheet responsible for. Roster staff accordingly. • Ensure the team is following and filling job checks on Safe365. • Oversee cemetery operation and administration • Other duties that the Parks Operational Supervisor may assign as required. 	<p>rubbish-free, and is attractive to the public.</p> <ul style="list-style-type: none"> • Ensuring day to day operation by the team and health and safety checklists are followed. • All dealings with contractors and the public are carried out in such a way as to promote a friendly, professional, customer-oriented image of the Gore District Council. • Grave selection, site checking, and burials are organised and completed in a timely manner.
<p><i>Duties in the absence of Parks Operations Supervisor</i></p> <ul style="list-style-type: none"> • Parks Timesheet checking. Monitor and approve timesheets, leave requests, and action corrections (with permission), and meet payroll deadlines. • Monitoring the condition and use of plant and equipment by contractors and other council departments as well as weekend use by staff. • Daily job starts and vehicle checks for Safe365 administration. • Dealing with the Parks fleet vehicle registration, COF, and WOF requirements. 	<ul style="list-style-type: none"> • The parks department continues to run smoothly and effectively in the absence of the Parks Operations Supervisor. • A high degree of confidentiality and privacy protocols is followed to protect individuals’ information when carrying out these additional duties. • Ensuring all vehicles, plant, and equipment are maintained in good working condition and a clean and tidy condition by the drivers/operators with all faults/damages reported immediately. • Ensuring all dealings with the public are consistent with the Council’s commitment

<ul style="list-style-type: none"> • Purchase order writing, coding, and sign-off; yellow copies are delivered to the finance department at the Civic building. • Promptly and professionally dealing with CRMs and general ratepayer queries. • Day-to-day staff management. • If required, manage after-hours phone calls and callouts (on a roster basis). • Any other additional tasks that the Parks and Recreational Manager may assign. 	<p>and policies to providing a high level of customer service and satisfaction.</p> <ul style="list-style-type: none"> • The day-to-day operation of the parks team is managed, ensuring delivering quality outcomes that meet the priorities and objectives of the organisation.
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Financial Responsibility

	YES	NO
Controls a budget		✓

The role can purchase on the approval of the Parks Operation Supervisor.

Person Specification

Experience and knowledge

Essential:	Desirable:
Horticulture qualifications	Formal qualification in Horticulture and Amenities.
Ability to perform mathematical calculations required for mixing, calibrating, and applying chemicals is required.	<ul style="list-style-type: none"> • Appropriate agrichemical certificates such as Growsafe registered chemical application. • Chainsaw Certificate • Chemical Handler • Class 2 License • Wheels and Track License Endorsement • First Aid • Working at heights • Temporary Traffic Management Qualification
A driver's licence with endorsement appropriate to the position. STMS Qualification	
Possess a strong background in administrative tasks	
Familiarisation with all Microsoft office suites.	

Specific Skills

- Motivation, leadership, and an innovative approach to dealing with problems.
- An inherent passion and genuine interest in all aspects of horticulture, especially in the amenity area.
- Passionate about amenity horticulture
- Good communication skills
- High level of organisational skills and ability to multitask.
- Good with public
- Ability to demonstrate, implement, and lead health and safety practices.

Personal Attributes

- Ability to establish and maintain positive working relationships.
- Strong people management and multitasking ability
- Strong time management, written, and communication skills.
- Previous experience in either the horticulture or landscape development and maintenance is required.
- A high level of personal integrity and pride in one's work.
- High degree of adaptability and flexibility is required due to the seasonal and weather-dependent nature of the role.

Te Tiriti

As an organization, we recognize the significance of Te Tiriti o Waitangi (the Treaty of Waitangi) in shaping Aotearoa New Zealand. We are committed to honouring its principles in our work environment.

Civil defence

To take part in civil defence training programmes and exercises in order that the council is able to assist effectively in a civil defence emergency. Training will be provided.