

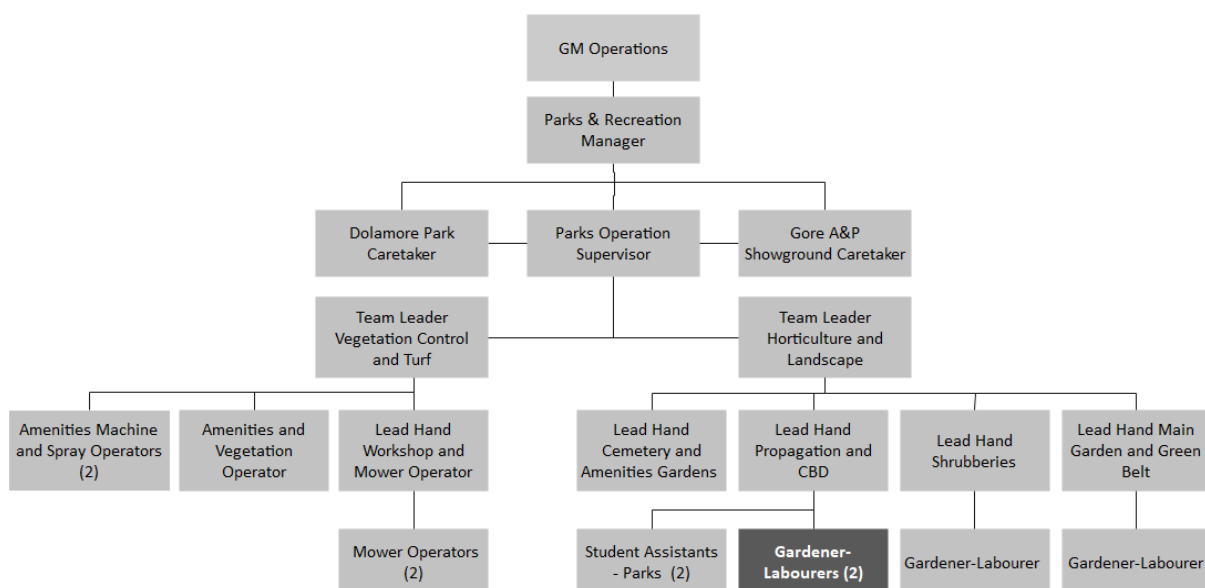
# POSITION DESCRIPTION

Job Title:	<b>Gardener-Labourer</b>
Department:	Parks and Recreation
Responsible to:	Lead hand Propagation and CBD
Responsible for:	No staff report to this role
Date:	March 2025
Position Holder:	
Hours:	Full-time, 40 hours per week, Monday to Friday. This role also involves the maintenance of the high-profile main street gardens throughout the area.

## Purpose

*The position of Gardener will be part of a small but dedicated team that requires the use of a wide variety of amenity horticultural skills to carry out the development and maintenance of the Council's Parks and Reserves areas, primarily the bedding gardens and main street shrub plots in both Gore and Mataura. In addition, the Gardener will assist with the day-to-day management of the Council's nursery and propagating areas, in conjunction with the Lead Hands.*

## 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 Operation Supervisor	✓	✓		✓		✓
	Parks and Recreation team	✓	✓	✓	✓		
	Other council staff	✓			✓		
External	Ratepayers	✓			✓		✓
	Members of public			✓	✓		
	Visitors to the district			✓	✓		

## Key Results Area

The position objectives of the Gardener-Labourer encompass the following areas:

- Gardener-Labourer Duties
- Standard Amenities Duties

*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><b><i>Gardener-Labourer Duties</i></b></p> <ul style="list-style-type: none"> <li>• To develop, enhance, and maintain the main street bedding gardens and shrub plots together with other nominated areas kept in a clean and tidy condition, in accordance with approved horticultural practices.</li> <li>• To assist with the day-to-day maintenance of the Council's Main Street Garden areas and Nursery.</li> <li>• Be capable of operating a limited range of machinery that may be assigned from time to time to carry out the above duties.</li> </ul>	<ul style="list-style-type: none"> <li>• The main street garden plots of Gore &amp; Mataura, together with other nominated areas are in a presentable condition in accordance with the approved horticultural standards.</li> <li>• Ensuring duties are performed professionally with careful attention given to the quality of the task.</li> <li>• Performing daily checks and daily general maintenance duties on tasks assigned.</li> </ul>
<p><b><i>Standard Amenities Duties</i></b></p> <ul style="list-style-type: none"> <li>• Cutting edges, pruning shrubs, removal of dead or damaged tree branches.</li> <li>• Maintenance, renovation, and development of the district's shrub plots. This includes</li> </ul>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of the safe and efficient operation of lawnmowers, hedge cutters, rotary hoes, power saws, light mechanical equipment, and hand tools that will be required to be</li> </ul>

<p>weeding, hoeing, staking, tying, and tidying of herbaceous plants and roses.</p> <ul style="list-style-type: none"> <li>• The areas responsible for are clean, tidy, and in attractive condition.</li> <li>• All dealings with the public are carried out in such a way as to promote a friendly, customer-oriented image for the Gore District Council.</li> <li>• Contribute to the overall performance, harmony, and morale of that team.</li> <li>• Other duties that may be assigned by the Parks Operation Supervisor or the Team Lead from time to time.</li> </ul>	<p>utilised throughout the Council's reserves network.</p> <ul style="list-style-type: none"> <li>• Spaces are maintained in an attractive condition and weed and pest-free as per the standards required.</li> <li>• There is a high level of satisfaction amongst user groups and complaints are kept to a minimum.</li> <li>• Ensuring duties are performed professionally with careful attention given to the quality of the task.</li> <li>• Undertaking any additional duties assigned by the team leader from time to time.</li> </ul>
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## Financial Responsibility

	YES	NO
Controls a budget		✓

## Person Specification

### Experience and knowledge.

Essential:	Desirable:
Basic horticultural qualification or relevant qualification.	Formal amenity horticulture qualifications
At least 1 year of experience in the horticultural or in a similar industry.	1 or more years of experience in the horticulture industry.
Basic knowledge and understanding of machinery.	<ul style="list-style-type: none"> <li>• Knowledge of plant pests and their control together with herbicides and their application.</li> <li>• Knowledge of plant names, especially bedding annuals, trees, and shrubs used in amenity settings.</li> </ul>
A driver's licence with endorsement appropriate to the position	TTM Qualification

### **Specific Skills**

- A passion for amenity horticulture in general.
- Basic computer knowledge
- Good communication skills.
- High level of organisational skills and ability to multitask.
- Good with public
- Accuracy in keeping health and safety records and processes.
- Ability to perform mathematical calculations required for mixing, calibrating, and applying chemicals is required.
- Be able to demonstrate, implement, and lead health and safety practices.

### **Personal Attributes**

- Previous practical experience would be an advantage.
- A high level of personal integrity and pride in one's work.
- Have a positive attitude.
- Ability to work independently.
- Proactive in planning
- Attention to detail.
- Be physically fit.

### **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.