

ROLE DESCRIPTION
May 2022

Title & Reporting Relationships

Position Title: Parks & Reserves Serviceperson, Kaimahi Hākinakina Operations Team, Infrastructure Services Group

Grade: SP 8

Reports to: Team Leader Mowing

Purpose of the Group and the Position: **The Infrastructure Services Group** is made up of: Access and Transport; Water and Wastewater Assets; Project Management Office; Operations; Coastal Projects; Stormwater & Coastal Assets; and Sustainability and Resilience.
The teams work collaboratively to ensure the Council is able to develop, implement and maintain the appropriate infrastructural and asset management processes and practices to achieve the Council’s required levels of service in an efficient, effective sustainable and customer friendly manner.

As part of the Operations team, the Parks & Reserves Serviceperson provides maintenance service activities for the open space, public land and reserve areas within the Kāpiti District.

- Internal Customers:**
- Supervisor Parks & Reserves
 - Operations Manager
 - Other members of Operations team
 - Staff from across Council teams

- External Customers:**
- General Public/Citizens/Ratepayers
 - Volunteer Groups/Community Groups
 - Funeral Directors
 - Sporting Groups

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

Functional Key Results

- Undertakes pedestrian mowing, ride-on mowing and line-trimming of specified areas.
- Assists with maintenance of the garden areas and environs to the required standard.
- Assists with planting of shrubs and trees as directed.
- Carries out seasonal herbicide, pesticide and fertiliser applications.
- Ensures that all requests for service received by the public or other stakeholders are responded to in a prompt manner.
- Ensures that all paperwork, spray diaries, tailgate sheets and timesheets are completed in an accurate and timely manner.
- Ensures that the plant and machinery used is maintained to full working order by arranging regular servicing.
- Ensures that plant and machinery repairs are undertaken.
- Achieves any other tasks in conjunction with the role as may be required from time to time.

Legislative Compliance

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.

- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

As part of Kāpiti Coast District Council's Workplace Health & Safety Management Programme, we undertake a vaccination programme for our staff identified as being at risk of infection from either Hepatitis A, Hepatitis B or Tetanus. Having identified these infections as hazards, Kāpiti Coast District Council is required to take all practicable

steps to minimise the risks for our staff. Employees in this role will be required to undertake immunisation against Hepatitis A and B and Tetanus shots must be up to date. A formal consent and immunisation process will be undertaken with the successful applicant.

One set of personal protective equipment (PPE) shall be provided, dependant on position and needs requirement and as identified by position in the Kāpiti Coast District Council Personal Protective Equipment Purchase and Distribution Process Policy document.

Essential Skills, Knowledge and Experience

- Demonstrate an understanding and an appreciation of the importance of efficiently and effectively maintaining the open space, public land and reserve areas within the Kāpiti District.
- Practical work experience in a Parks & Reserves environment is preferred but full training will be given if appointment is made to an entry level position.
- Holder of a current and valid NZ Drivers Licence.
- Holder of a current & valid Heavy Trade Licence with no restrictions. (Desirable)
- In some roles, where identified, a specific requirement for operational experience with Tractor operated mowers will be required.
- Demonstrated ability to use in a proficient and safe manner a range of plant and machinery including ride-on mowers, pedestrian mowers, line trimmers, scrub bars and chain saws.
- Demonstrated good interpersonal skills with a commitment to customer service and willingness to and capability for working effectively with a wide range of people within and outside the organisation.
- Demonstrated ability to work effectively unsupervised and also as part of a wider cooperative and collaborative team.
- Demonstrated ability to safely undertake and complete tasks of a physical nature.
- Availability and willingness to work overtime including during weekends if required.
- Holder of a current First Aid Certificate however as it is a requirement that this role maintains a current First Aid certificate, the Council will provide training in this regard to obtain/maintain the certification.
- Holder of a current and valid GrowSafe Certificate however as mixing and spraying of chemicals is a requirement of the role, the Council will provide training in this regard to obtain/maintain the certification.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.