

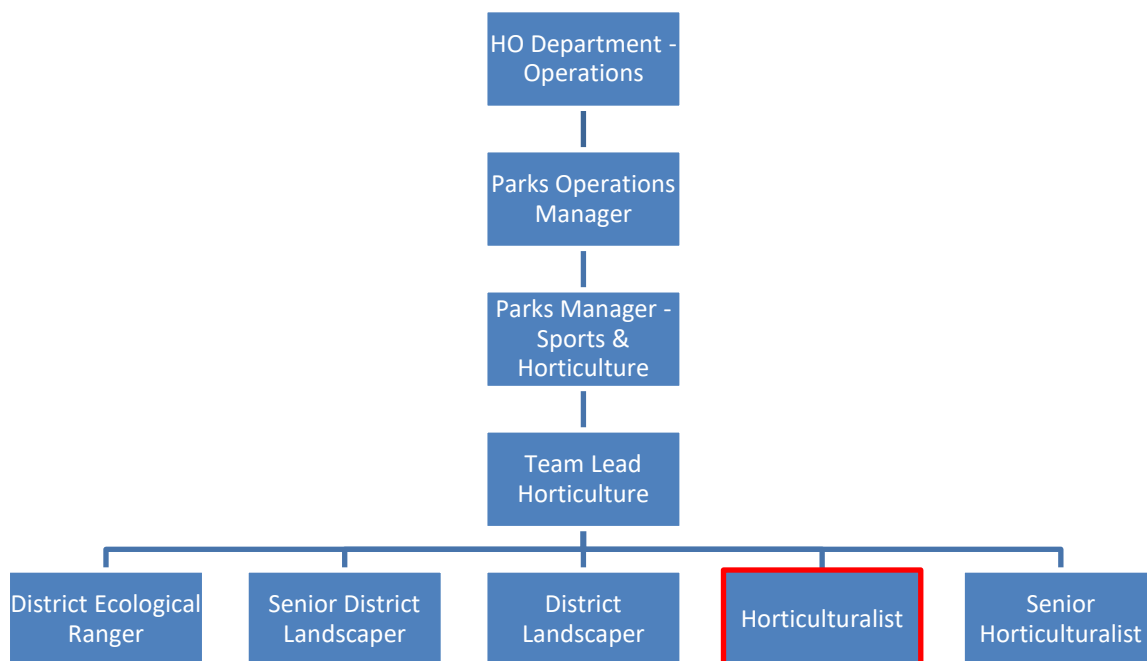
HORTICULTURALIST

POSITION DESCRIPTION

POSITION INFORMATION

Group	Operational Services
Team	Parks and Reserves
Reports to	Team Lead Horticulture
Direct Reports	Nil
Primary Location	Council Parks and Reserves Depot – 40 Manuka Street and mobile between various Council Offices and around the District to fulfil key tasks
Financial Authority	Nil

TEAM STRUCTURE



POSITION PURPOSE

Contribute to the efficient development & maintenance operations of gardens and reserves in the Taupō District

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Amenity Horticulture	<ul style="list-style-type: none"> • Work with Team Lead Horticulture to identify areas and implement plans to develop gardens • Participate in the planting & maintenance of annual bedding • Prune, fertilise, irrigate & mulch gardens to promote plant health • Work with the Senior Horticulturalist to plan and implement a spray programme that will maintain a healthy & vigorous growing environment • Plant trees, undertake formative pruning & maintain following best practise • Plant & maintain Town Centre landscaped gardens to specified levels of service • Maintain & renovate high profile lawns to compliment garden areas • Maintain garden edging, structures and irrigation systems
Vehicle and Equipment Maintenance and Security	<ul style="list-style-type: none"> • Ensuring that vehicles and all equipment are maintained correctly and kept in a clean and safe working condition • Ensuring plant and equipment is secure when not in use • Ensure parks depot and buildings are kept secure, clean & tidy reporting any damage to property or equipment failure to the Team Lead Horticulture • Carry out machinery checks and minor maintenance tasks [oil/water filters, greasing, blade sharpening etc]. Monitor service intervals and licenses. Ensure team members are also doing this for plant they are responsible for. Report issues to the Team Lead Horticulture
Records and Reporting	<ul style="list-style-type: none"> • Ensure accuracy of information/records in systems adopted by the department/organisation. • Produce accurate reports as required for managers and/or SLG
Health & Safety and Wellbeing	<ul style="list-style-type: none"> • Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) • Take responsibility for your own health and safety • Ensure your own actions keep self and others safe • Identify, report and assist to eliminate hazards/risks in work place • Participate in local work place safety management practices • Participate in workplace wellbeing initiatives • Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> • Undertakes projects and/or other initiatives that may be assigned by the manager or SLG
Emergency Management	<ul style="list-style-type: none"> • Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Taupō District Council staff district wide 	<ul style="list-style-type: none"> Members of the General Public Suppliers/Contractors Event organisers Volunteer groups

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Horticulture or Landscaping Qualifications Drivers Licence 	<ul style="list-style-type: none"> First Aid Certificate Grow Safe Spray Applicators Certificate Traffic Management – Level 1

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> Excellent interpersonal skills Horticultural interest Good oral and written communication skills 	<ul style="list-style-type: none"> Irrigation systems knowledge Knowledge of Taupō District

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> Horticultural and/or landscaping knowledge Horticulture or landscaping experience Customer service 	<ul style="list-style-type: none"> Divisional functions within Taupō District Council

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		