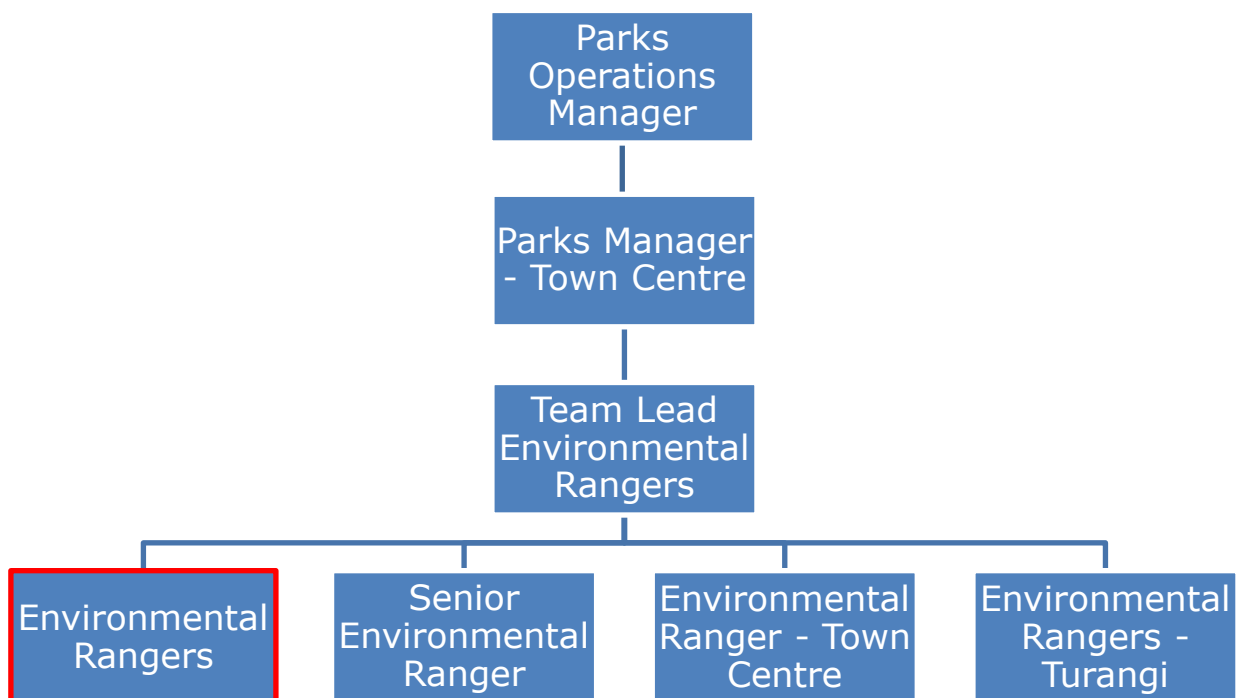


# ENVIRONMENTAL RANGER

## POSITION INFORMATION

<b>Group</b>	Operations and Delivery
<b>Team</b>	Parks and Reserves
<b>Reports to</b>	Team Lead Environmental Rangers
<b>Direct Reports</b>	Nil
<b>Primary Location</b>	Council Parks and Reserves Depot – 40 Manuka Street and mobile between various Council Offices and around the District to fulfil key tasks
<b>Financial Authority</b>	\$0

## TEAM STRUCTURE



## POSITION PURPOSE

Contribute to creating a positive user experience for residents and visitors to the Taupō district, with an emphasis on cleanliness and environmental sustainability.

## KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Cleaning and Maintenance of Public Toilets and Superloo	<ul style="list-style-type: none"> <li>Ensuring all public conveniences are cleaned [following prescribed SOP's], provisioned and maintained to a high standard of cleanliness and hygiene in readiness for users.</li> <li>Maintaining a courteous and friendly attitude towards users and encouraging positive interactions.</li> <li>Manage insects, moss and mildew on toilet facilities.</li> <li>Maintaining and undertaking minor repairs to toilet fixtures and facilities as required.</li> <li>Assisting Superloo attendants as and when required.</li> <li>Service levels are met with no justifiable complaints.</li> <li>Toilet closures resulting from faults are kept to a minimum.</li> <li>Achieve a monthly score of 80% or higher from the internal toilet cleanliness audit.</li> </ul>
Environmental Enhancement, Cleaning & Litter Collection	<ul style="list-style-type: none"> <li>Follow best practise to ensure cleaning activities don't have an adverse impact on Taupo's waterways. Participate in water quality monitoring programmes to support this</li> <li>Cleaning of parks fixtures, bins and furniture as and when required using environmentally sensitive methods.</li> <li>Striving to keep Taupo litter free through regular pick-ups and participating in waste minimisation programmes.</li> <li>Participating in ecological restoration projects as required.</li> <li>Completing graffiti removal operations in an environmentally sustainable manner as required.</li> <li>Service levels are met with no justifiable complaints.</li> </ul>
Vehicle and Equipment Maintenance	<ul style="list-style-type: none"> <li>Ensuring that vehicles and equipment for the Environmental Rangers are maintained correctly and kept in a clean and safe working condition.</li> <li>Ensuring plant and equipment is secure when not in use.</li> <li>Reporting any damage to property or equipment failure to the Team Lead Environmental Open Space.</li> <li>Carry out plant checks and minor maintenance tasks [cleaning, oil &amp; air filter, greasing, etc.] on all plant and machinery responsible for.</li> <li>Legal requirements are met for vehicles and plant.</li> <li>Taupo District Council's vehicle use policy is followed.</li> <li>Plant check sheets are completed and forwarded to the Team Lead Environmental Open Space as requested.</li> </ul>
Records and Reporting	<ul style="list-style-type: none"> <li>Ensure accuracy of information/records in systems adopted by the department/organisation.</li> <li>Produce accurate reports as required for managers and/or SLG</li> </ul>
Health & Safety and Wellbeing	<ul style="list-style-type: none"> <li>Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position)</li> <li>Take responsibility for your own health and safety</li> <li>Ensure your own actions keep self and others safe</li> <li>Identify, report and assist to eliminate hazards/risks in work place</li> <li>Participate in local work place safety management practices</li> <li>Participate in workplace wellbeing initiatives</li> </ul>

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> <li>Ensure compliance under Health and Safety at Work Act 2015</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>Undertakes projects and/or other initiatives that may be assigned by the manager or SLG</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>Participates in civil defence emergency management (CDEM) events and training if required</li> </ul>

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"> <li>Other council staff</li> </ul>	<ul style="list-style-type: none"> <li>Members of the public</li> <li>Community volunteers</li> <li>Suppliers</li> </ul>

## 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"> <li>Clean driver's license.</li> </ul>	<ul style="list-style-type: none"> <li>First aid certificate.</li> <li>Advanced drivers certificate.</li> <li>Grow safe certificate.</li> </ul>

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>A 'can do' attitude.</li> <li>Ability to work with the public in a helpful and friendly manner.</li> </ul>	<ul style="list-style-type: none"> <li>High level of work ethic.</li> </ul>

### Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Passionate about the Taupo District and how you can contribute to its environmental protection &amp; enhancement.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Taupo District.</li> <li>Cleaning experience.</li> <li>Environmental monitoring experience.</li> <li>Operation of small machinery [e.g. water blaster].</li> </ul>

## 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		